Comprehensive user manual（V1.0）

（★mark for special model function）

（C2/ C2C /C3）

Specific function subject to actual attendance

PREFACE

Honorable customers，thanks for choosing our product. Our product adopts world leading technologies — fingerprint/Card recognition, computer communication and microelectronics, which is the combination of three technologies. It is no doubt that it already becomes the first choice of standalone time & attendance for enterprises with its strong function and accuracy. Please read the user manual carefully before installation. You will know the production、installation、debug、operation、maintenance and management methods and knowledge.

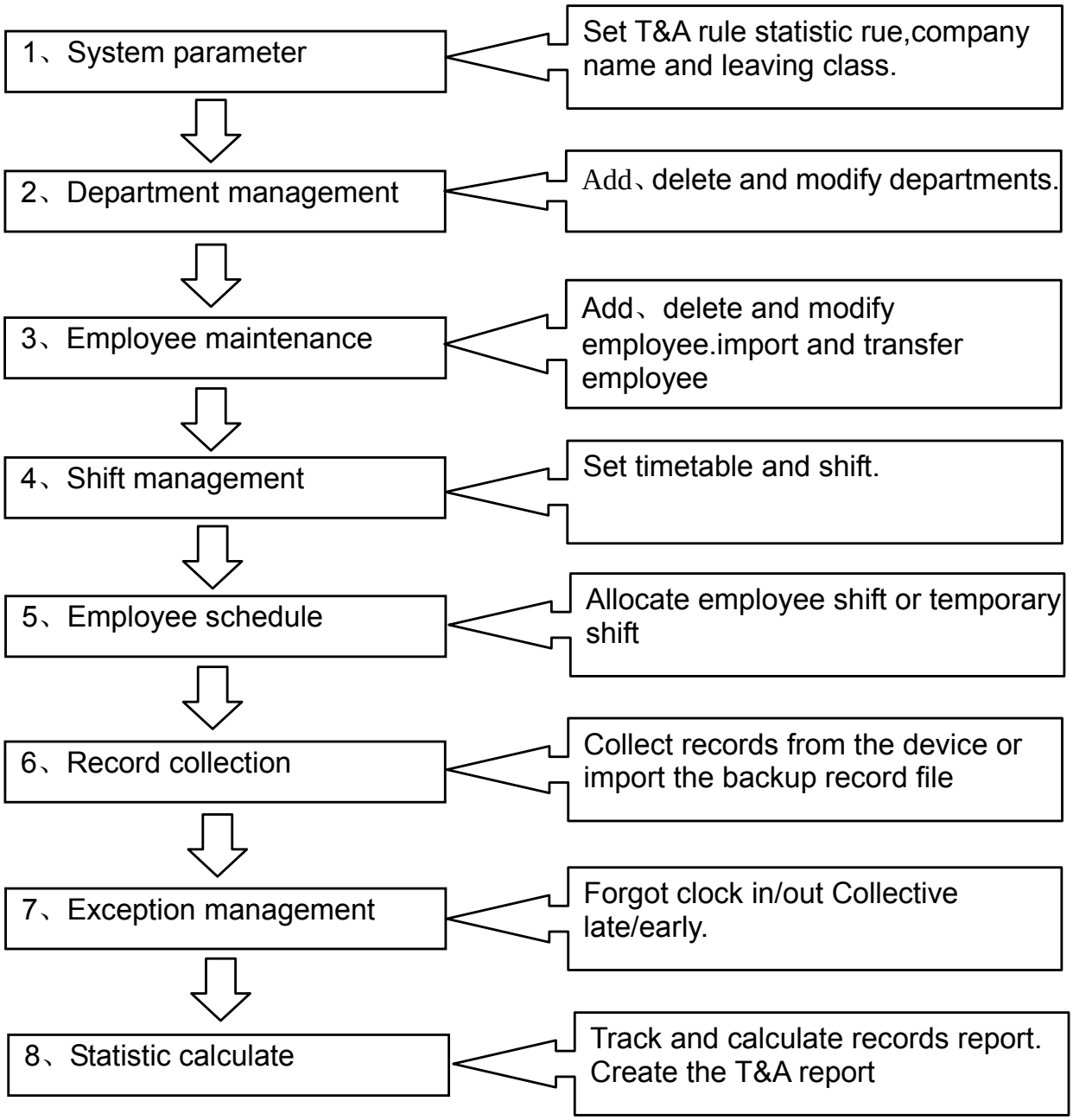
The product adopts the latest fingerprint and RFID recognition technology. It will bring enterprises the unparalleled reliability and convenience. The enterprise manager and employee will get much benefit from the product.

Software Operation flowchart★

(Important chapter please read carefully.)

This software includes: system parameter, department management, Employee maintenance, shift management, employee leave and statistic report etc. Then how to use this system in a correct way? It is not enough to only understand the function of each module, but to know the relation between them and the system operation flowchart. Thus, you can get the correct report.

Employee Software operation flowchart is as following.


1、System parameter
Set T&A rule statistic rue,company name and leaving class.
2、Department management
Add、delete and modify departments.
3、Employee maintenance
Add、delete and modify employee.import and transfer employee
4、Shift management
Set timetable and shift.
5、Employee schedule
Allocate employee shift or temporary shift
6、Record collection
Collect records from the device or import the backup record file
7、Exception management
Forgot clock in/out Collective late/early.
8、Statistic calculate
Track and calculate records report. Create the T&A report

1、When running the software for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. Make sure the system parameter is complied with as the enterprise management requirement .When finishing the parameters configuration; you do not need to modify the configuration unless the management rules change.

2、Normally there are many departments in one company and all departments need to be input manually unlike importing the employee list directly. Department setup should be completed before employee maintenance.

3、When running the software for the first time, please make employee information in Text file (*. txt) or MS Excel file (*.xls) format according to the requested format. For the requested employee information format, please refer to the chapter【Import employee List】so that all employee information can be imported to the system at one time. Employee can be added, deleted, modified and transferred to new department in future.

4、According to different company work conditions, please edit the timetable (the period from on-duty time to off-duty time) ahead and then set shifts.

5、After the shift setup, you must allocate the shift to employee. Each employee can only have one shift each day. Please note the beginning date of the shift. After shift allocation, we can see the arranged working date and time for employee clearly.

6、Attendance records are stored in the time attendance device. So please download the records from the device before report calculation. In addition, employee information and fingerprint templates can be uploaded and downloaded between the device and the software. Please refer to Chapter 4 for more information.

7、There are always business leave, personal leave, forgot clock happening for the employee. When the above cases happens, please deal with it in time in the software to ensure the accuracy of the statistic report.

8、After all the above mentioned operations are finished, you can calculate and get the report. You can get different statistic reports, such as the report of all employees / the report of some department employee / the report of a certain time

period.

In【Attendance Calculating and report】, first please select the starting and ending date of the Employee, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one Employee presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Note: From the above flowchart, we can see that if there is any error in calculation report, the possible reasons are as following,

Attendance rules setup is incorrect.

Employee shift or temporary shift is incorrect.

Dealing with employee business leave/personal leave/forgot clock in/out is incorrect.

Attendance records calculating and checking is incorrect.

Catalog

1 Product Introduction 2
1.1 Terminal interface 2
1.2 Model and Function 2
2. Operation Guide 4
2.1 Key Instruction 4
2.2 Product Power On 4
2.3 Menu Management 4
2.3.1 User Management 5
2.3.2 Communications Setup 10
2.3.3 Pen Driver Setup 10
2.3.4 Clock Setup 13
2.3.5 Clock Information 21
2.3.6 Search Record ★ 22
3.1 Running Environment 25
3.2 System Installation 25
4 Background Management 29
4.1 Log in System 29
4.2 System 29
4.2.1 Parameters Settings 29
4.2.2 Administrators 31
4.2.3 Administrator's Password Set 32
4.2.4 Modified Record Log 32
4.2.5 Managing Log 32
4.2.6 Set Database Link 33
4.2.7 Exit System 33
4.3 HR Management 33
4.3.1 Department Management 33

4.3.2 Employees Maintenance 34
4.4 Attendance Management 35
4.4.1 Holiday List 36
4.4.2 Timetable and Shift 36
4.4.3 Employee Scheduling 40
4.4.4 Attendance Records 41
4.4.5 Attendance Calculating and Report 42
4.5 Deal with Exceptions 47
4.5.1 Away on Business/ Leave 47
4.5.2 Append Record 48
4.5.3 Append Record Collectively 48
4.5.4 Dealing with Collectively Late / Leaving 48
4.6 Data Maintenance 49
4.6.1 Import Employee List 49
4.6.2 Import Attendance Record 49
4.6.3 Clear Obsolete Data 49
4.6.4 Compress Database 50
4.6.5 Backup Database 50
4.6.6 Initialize System 50
4.7 External Program Management 50
4.7.1 Connect to Communication management software 50
5 Data Communication 52
5.1 T&A Machine Management 52
5.1.1 Add Unit 52
5.1.2 Modify Unit 53
5.1.3 Delete Unit 53
5.1.4 Right Key Menu 53
5.1.5 Synchronize Time 56

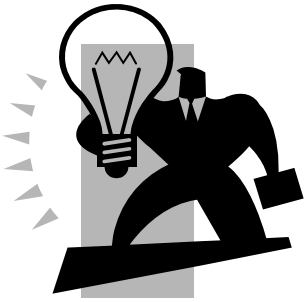
5.1.6 Terminal Parameter Settings 56
5.1.7 Ring Settings 57
5.1.8 Time zone/Group settings 57
5.1.9 Download new record 58
5.1.10 Download all Record 58
5.1.11 Backup Employee 58
5.1.12 Resume Employee 59
5.2 Record Supervision 59
5.2.1 Activate Real-time 59
5.2.2 Prohibit real-time 60
5.3 Employees Management 60
5.3.1 Add Employee 60
5.3.2 Modify Employee 61
5.3.3 Delete Employee 61
5.3.4 Transfer Department 61
5.3.5 Set Privilege 62
5.3.6 Copy Privilege 62
5.3.7 Download Template 63
5.3.8 Upload User Template 63
5.3.9 Delete from Unit 63
5.3.10 Checking Employee 64
5.3.11 Department Management 64
5.4 Record Management 64
5.4.1 Record Search 65
5.4.2 Export Record 65
5.5 U disk management program 65
5.6.1 Basic parameter settings 66
5.6.2 T&A Status setting 67
5.6.3 Timing Downloading Record 67

5.6.4 Management PWD Setting..... 67
5.6.5 Database linking setting..... 67
5.6.6 Exit system 68
5.7 User interface configuration 68
5.7.1 Interface skin color..... 68
5.7.2 Change the software language 68
5.7.3 Set quick access button 68
6 FQA 70
6.1 Fingerprint has enrolled but often gets failure in identification. .. 70
6.2 The machine cannot connect with PC. 70
6.3 No records found though employee have clocked in/out. 70
6.5 We do not use the ID + fingerprint mode to verify. 71
6.6 The unit beeps automatically when no one punches in/out..... 71
7 Appendix 73
7.1 C3 Interface Illustration..... 73
7.2 C2 /C2C Interface Illustration..... 73

(★mark for special model function)

Chapter 1. Product Introduction

This chapter mainly introduces the advantage, performance and functionality for C3/C2/C2C fingerprint and card identification device



1 Product Introduction

1.1 Terminal interface

The C3/C2 are genuine breakthrough in biometric identification terminals, which fully integrate fingerprint identification, RFID, multimedia and embedded system. The C2 and C3 utilize High Definition TFT LCD, ARM system platform to ensure terminals performance stable.

C2C profession attendance device is the company in 2011 introduced a new generation of RFID attendance terminal. Multi-identification methods card and password authentication to meet different customer needs.

C3 fingerprint Identification Terminal

C2 fingerprint identification Terminal

C2C RFID Identification Terminal

1.2 Model and Function

Model	Function
C2C	20000 Cards, 200000 Records16 Customizable T&A States Support USB Device & Host, TCP/IP networking ,Standard EM RFID, Optional Mifare Card，Webserver function
C2	3000 Fingerprints,50000 Records，Optical Fingerprint sensor. Include all the functions of C2C Optional Mifare Card Webserver function
C3	3000 Fingerprints,50000 Records， RS232，Schedule bell function，Print function ，Webserver Include all the functions of C2 Standard EM RFID, Optional Mifare Card.

Chapter 2. Operation Guide

This chapter mainly introduce C3/C2/C2C fingerprint and card identification device appearance, operation (include how to add / delete users and how to set system parameters, etc.)

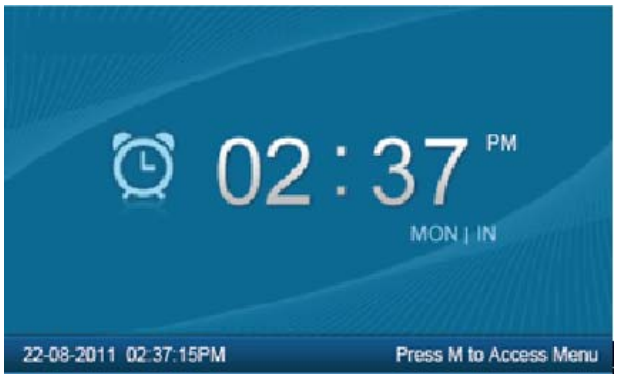
2. Operation Guide

2.1 Key Instruction

0-9	Digital Number Key
FN	Work Code
IN/◄ OUT/►	Status /direction key
M/↩	Menu / EXIT
C	Delete Key
OK	Confirm Key

2.2 Product Power On

After connecting the power supply to the device, the device will start automatically. The interface is as following.



In the main interface, you can make the attendance records. You can also input administrator password to enter the system management menu.

2.3 Menu Management

In the main interface, input “0” and Press【OK】, the system will prompt : “Please input password”. Input the default password “12345”.

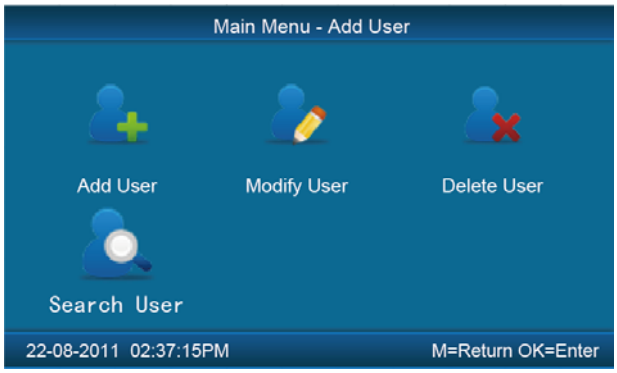
Press【OK】to enter the 【main menu】.

In【main menu】, press number keys or 【IN/←】、【OUT/→】key to select and operate 【Manage User】, 【Comm. Setup】, 【Pen Driver】, 【Clock Setup】, 【Clock Information】and【Search Record】options.

2.3.1 User Management

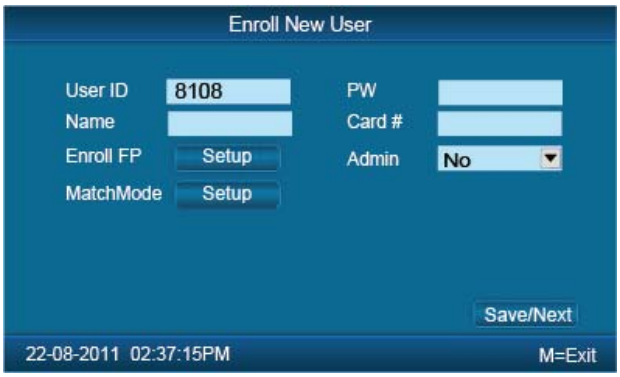
Select 【Manage User】option , press【OK】to enter the 【Manage User】 interface.

In【Manage User】 interface, you can add ,modify or delete users.



2.3.1.1 Add User★

Press number keys or 【IN/←】、【OUT/→】 direction key to select 【Add User】,press【OK】to enter editing user interface.



【User ID】 User ID number, 1-12 digital number valid.

【Password】: Register user password, 1-6 numbers valid. The user who registered password can make attendance by password.

【User Name】: Can be uploaded user name by attendance software.

【Card No.】: Register user card. The user who registered card can make attendance by card.

★【Register FP】: Register user fingerprint, max 10 fingerprints for each user. The user who registered fingerprint can be attendance by fingerprint.

★【Admin】: Set the user privilege of operating device. ”No” as a normal user can only make daily attendance.

Normal User	Only make daily attendance.
Admin	Super Admin: have all privilege of operating device. Default ID is ‘0’ and Password is”12345”.(Set in “Clock setup”-“Advanced Setup”-“Admin level”)
	Admin: have 4 levels，Every level have different privileges（Please refer to 2.3.4.3.4 Admin level）;

★【Match Mode】: 1. The system default verify method: Set the user verify method as the system default verify method.

2、Personal verify method: Set user verifies method.

After setting, press【M】to save and exit.

Example: add new user according to the process as following.

Input user ID:

Input user ID from keypad. Press the【C】to delete and re-enter, press【OK】to confirm.

Register Password:

Press 【IN/←】、【OUT/→】key to fix the cursor in “password” field, input the password , and press【OK】.

Register card:

Swipe RFID card on Card Read Area

Register Fingerprint:

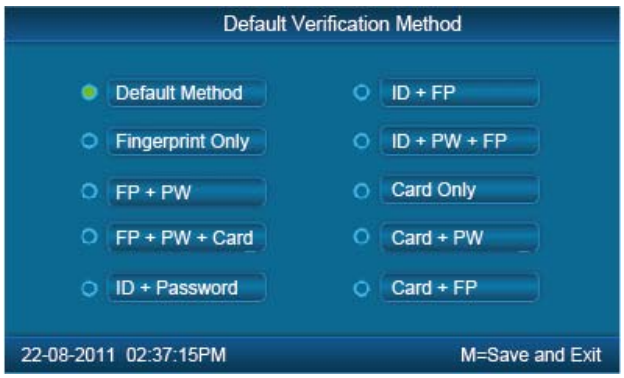
The default fingerprint registering order: 0、1、2、3、4、5、6、7、8、9.

Select one finger to register by pressing number keys or 【IN/←】、【OUT/→】key , then press the same finger 2 times in correct way following the prompt voice.

Admin Setup:

Press 【IN/←】、【OUT/→】 key to fix the cursor in “admin” field, set the user as administrator or not.

Match Mode:

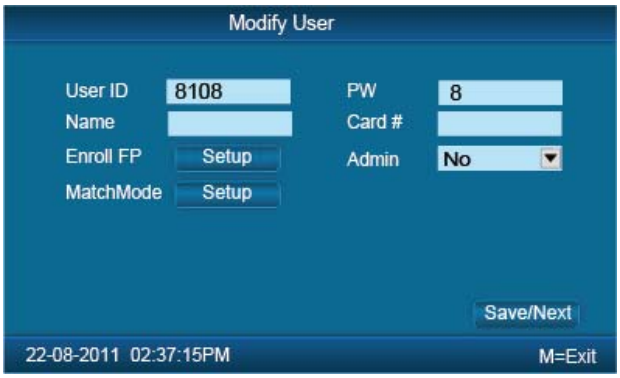


Press【IN/←】、【OUT/→】key to set the verify method as default method or other personal method.

Save/Exit user registration: Confirm the registered information is correct , then press【M】to save and exit.

2.3.1.2 Modify User★

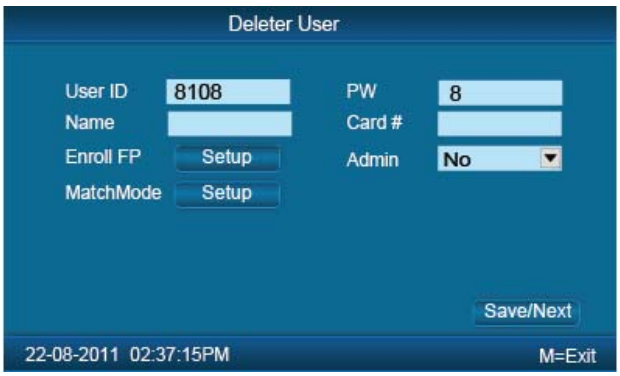
Press number keys or 【IN/←】、【OUT/→】key to select【Modify User】, press【OK】to enter【Modify User】interface.



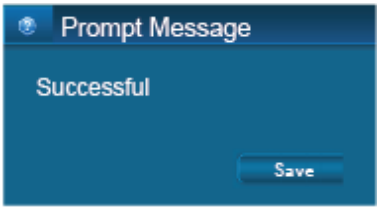
Input the user ID to modify, and press【OK】to confirm. The user information will display automatically, and now you can modify user information .Press【M】to save .

2.3.1.3 Delete User.★

Press number keys or 【IN/←】、【OUT/→】key to select【Delete User】,press【OK】to enter【Delete User】interface.



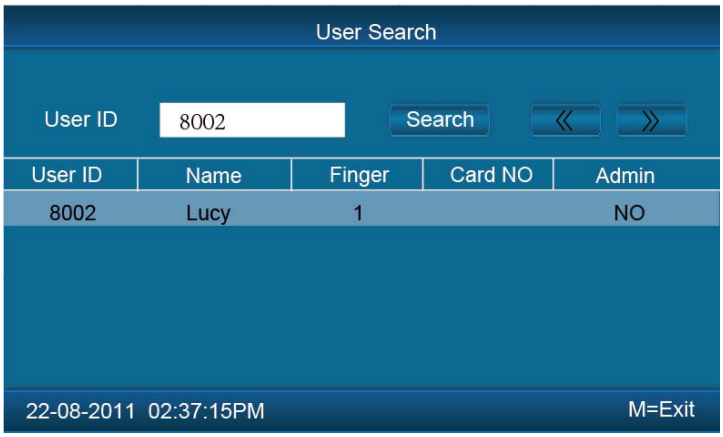
Input the user ID to delete and press【OK】to confirm, the system display as following.



Press【OK】to confirm deletion.

2.3.1.4 Search User

Press number keys or 【IN/←】、【OUT/→】key to select【Search User】,press【OK】to enter【Search User】interface.



Input the user ID, press 【OK】to confirm, Press 【IN/←】、【OUT/→】key to select 【Search】,press 【OK】 to confirm, The interface will display the search information.

Tip: Will the cursor selected search personnel information, Press the 'C' key to delete a user ,and Click 'OK' button to modify user information

2.3.2 Communications Setup

In main menu, select【Comm. Setup】and press【OK】to enter【Comm. Setup】interface.

【Real Time】: “Disable”, inactivate the Real Time Monitor function. “Enable”, the device will upload the attendance data to the server on real time.

【Comm.】:Set the T&A device communications method.

Server Mode: Normal TCP/IP mode.

Client Mode: There is one computer which works as the server for this T&A device. Set the server IP in T&A device first, then this device can only connect to the computer with TCP/IP mode.

【IP address】:The T&A device IP address for TCPIP communication mode.

【Mask】:Submask

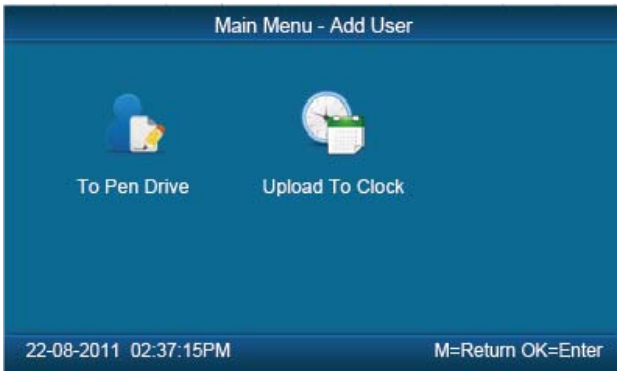
【Gateway】: The default gateway for the LAN.

【Server IP】:Set the management server IP address for T&A device when use the client communication mode.

2.3.3 Pen Driver Setup

Export the user information, fingerprint templates, attendance data .etc in the T&A device to the time attendance software via USB pen driver. Or export the user information and fingerprint templates to other T&A devices.

In main menu, select 【Pen Driver】,press【OK】to enter【Pen Driver】interface.



2.3.3.1 To Pen Drive

Connect the USB pen driver to T&A device USB port to download user information, fingerprint templates and attendance data to USB pen driver.

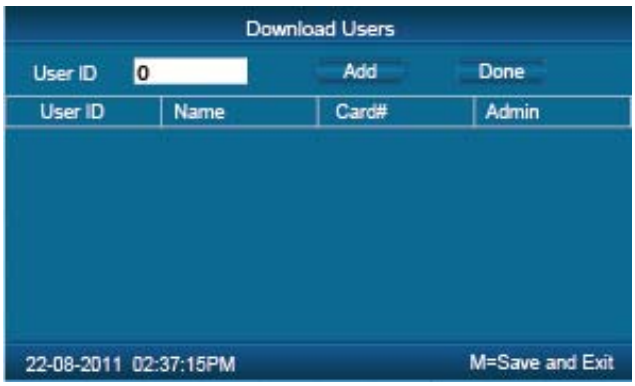
Press number keys or【IN/←】、【OUT/→】key to select【To Pen Drive】to enter the following interface.

【All Records】:Download all users' attendance records. When the system prompts download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is an attendance records file named as: KQ.

【New Records】:Download all new attendance records . When the system prompts download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is an attendance records file named as:NKQ.

【All Users】:Download all user information and fingerprint templates. When the systems prompt download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is a user information file named as: YG and fingerprint templates file named as: ZW.

【Some Users】: Download designated users information.



Fix the cursor to the user ID field , press 【OK】to activate user ID field. Input user ID , ex 8248.Press the【C】to delete when input by error and input again , then press 【OK】 to confirm. Press the【Add】to add the users to the list. Then press 【IN/←】、【OUT/→】to select 【Done】to download.

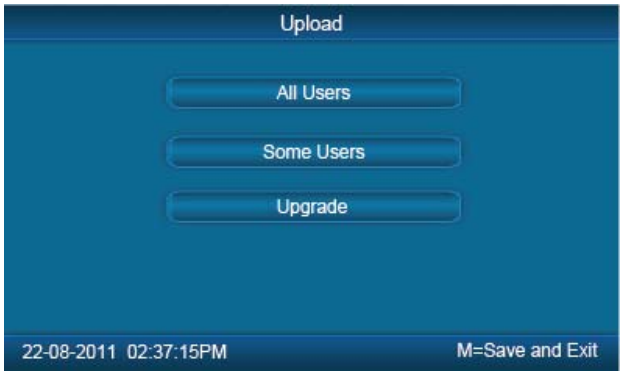
Notice: All records and all new records are downloaded to the user attendance records files: KQ, NKQ.

What download are users' basic information, fingerprint templates .The files are: YG, ZW ,NYG,NZW.

2.3.3.2 Upload To Clock

Upload users' information and fingerprint templates stored in USB pen driver to the T&A device.

Connect the USB pen driver to device USB port. Press number keys or 【IN/←】、【OUT/→】key to select 【Upload To Clock】,and press【OK】to enter the following interface.



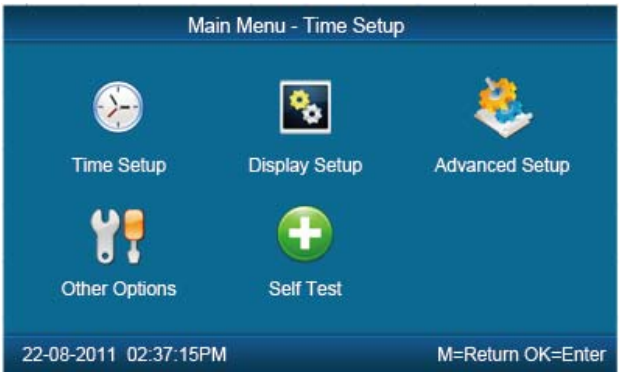
Select 【All user】/【Some user】 and press 【OK】key , will upload the "YG", "ZW" or "NYG", "NZW" two folders to the attendance device. If the two folders

not existed in USB pen driver, it can't be uploaded successfully.

2.3.4 Clock Setup

Set the system parameters including【Time Setup】、【Display Setup】、【Advanced Setup】、【Other Option】、【Self Test】.

In Main menu , select 【Clock Setup】and press【OK】to enter【Clock Setup】interface.



2.3.4.1 Time Setup

In 【Clock Setup】 menu , select 【Time Setup】and press 【ok】to enter the【Time Setup】interface.

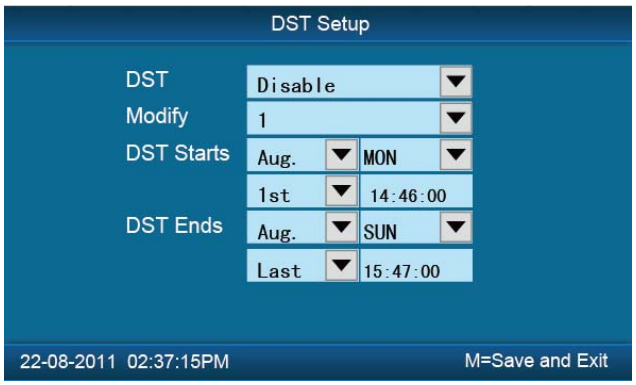
【Clock Time/ Clock Date】Set the device time and date .The device time date and time should be correct in order to guarantee the attendance time is correct.

【DST】It is daylight saving time. Normally in summer set few hours forwards, and set few hours backwards time in autumn.

"Enable" means active the DST.

There are two modes for DST. One is set as Date mode. It is means set a

specific date as DST's Date note. The other is Week mode. It is means set the fixed week cycle for DST.

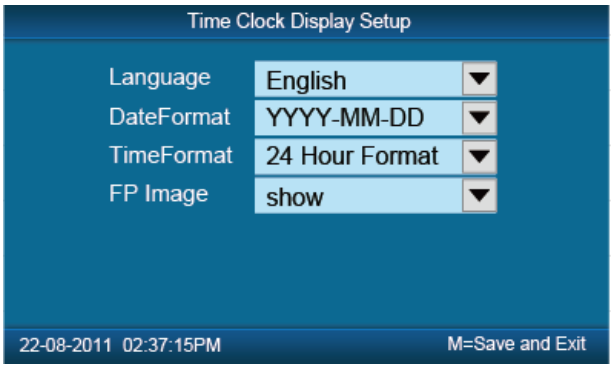


【Modify】: Modify forwards the daylight saving time as N hours.

【DST Starts/Ends】Daylight saving time start date and end date.

2.3.4.2 Display Setup

In【Clock Setup】menu, select【Display Setup】and press【OK】 to enter【Display Setup】interface.



【Language】: Select the device display language including Chinese, English ,Persian now.

【Date Format】:There are three date display formats in the system: DD-MM-YYYY, YYYY-MM-DD and MM-DD-YYYY;

【Time Format】: The system time display format: in 24 hours and 12 hours;

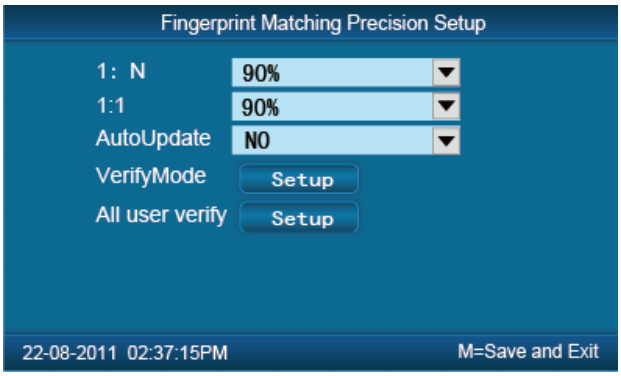
【FP Image】: The LCD whether will display the fingerprint image or not when user makes attendance.

2.3.4.3 Advanced Setup★

In【Clock Setup】menu, , select the【Advanced Setup】 and press【OK】to enter【Advanced Setup】 interface.

2.3.4.3.1 FP Precision ★

Press number keys or 【IN/←】、【OUT/→】 to select 【FP Precision】, press【OK】to enter【FP Precision】interface.



【1 ： N】: The fingerprint to be scanned will be matched with all the fingerprint templates in the database automatically.

【1 ： 1】Input the user ID first, then press the fingerprint or input password. In this mode, the fingerprint to be scanned will be matched with the fingerprint template of the specific user ID.

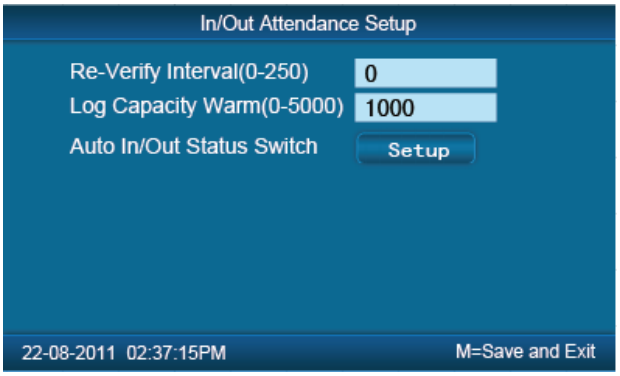
【AutoUpdate】:In the process of verifying fingerprint, the system will replace the old low quality fingerprint template with the new high quality fingerprint template. Keep the best fingerprint template in device and avoid verifying several times.

【VerifyMode】: set the system default user verifying methods, including “Fingerprint Only” , “FP+PW”, “FP+PW+Card”, “ID+password” , “ID+FP” , “ID+PW+FP” , “Card Only”, “Card+PW” , “Card+FP”.

【All user Verify】Set verifying methods for all users. Now all the users will be set this same verifying method.

2.3.4.3.2 IN/OUT Att. Setup

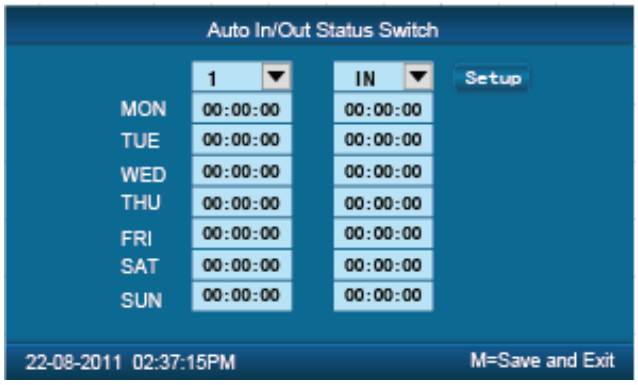
Press the number keys or 【IN/←】、【OUT/→】to select 【IN/OUT Att. Setup】.Press【OK】to enter【IN/OUT Att. Setup】interface.



【Re-Verify Interval(0-250)】:The time interval between repeated attendance records for the same user. Default is 0 which means you can make records continuously. If the time interval shorter than this value, the system will prompt already passed and only save the first record.

【Log Capacity Warm(0-5000)】: If the rest memory space for the records is less than the threshold value, the device will alarm automatically and remind the manager to delete the records timely. Please backup all data first before delete records.

【Auto In/Out Status Switch】: Select【Auto In/Out Status Switch】, and press【OK】to enter the following interface.



According the different work conditions set the time point to switch attendance

status. You can set 10 time points max.

2.3.4.3.3 Clock Option

Press number keys or 【IN/←】、【OUT/→】key to select【Clock Option】menu , press【OK】to enter【Clock Option】interface.

【Volume】: Adjust volume of device prompt voice. The volume range is: 0-5.

【Password】: Password for enter management menu. The default password is: 12345.

【Device ID】: Device ID is the unique identification mark for each unit. If different devices use the same device ID in the same network，software can't work well or get error when communicating. So make sure that each device in the same network has its own device ID.

【Reset to factory settings】: All data will be lost after system initialization and system will resume to factory configuration, please caution when initialize.

【Notice】: Device ID in the device menu must be same as the Device ID in the time attendance software. Then the device can communicate with time attendance software successfully.

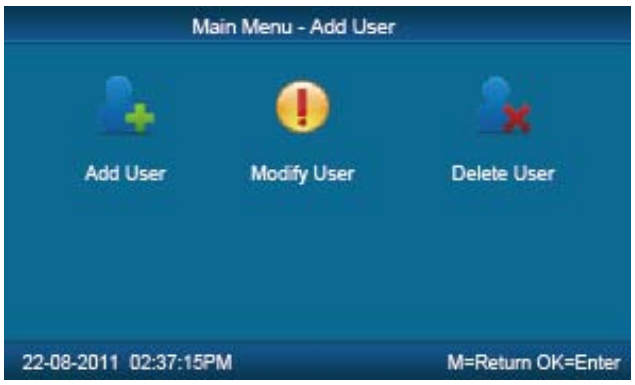
2.3.4.3.4 Admin Level★

Set general Admin's permission. There are four groups for different permissions.

Press number keys or 【IN/←】、【OUT/→】key to select【Admin Level】menu , press【OK】to enter【Admin Level】interface.

For example: Set one group administrator without “Modify User” permission.

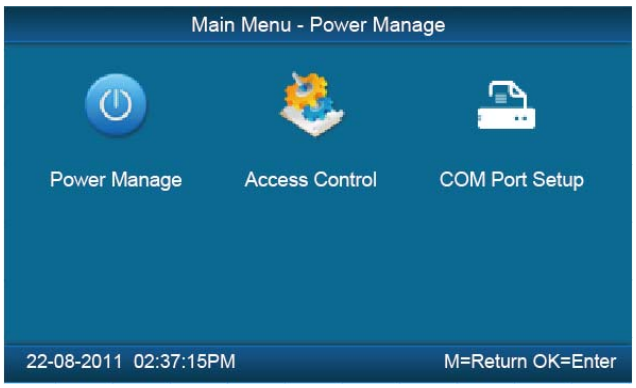
Press【OK】to active the group management options box, press【IN/←】、【OUT/→】key select group “1” and press【OK】 to confirm and select the “Modify User” option with【IN/←】、【OUT/→】key. Then press【OK】to switchover “Yes” or “No”, set as “No” and click【setup】to save.



The icon ‘ ’ means cannot operating it.

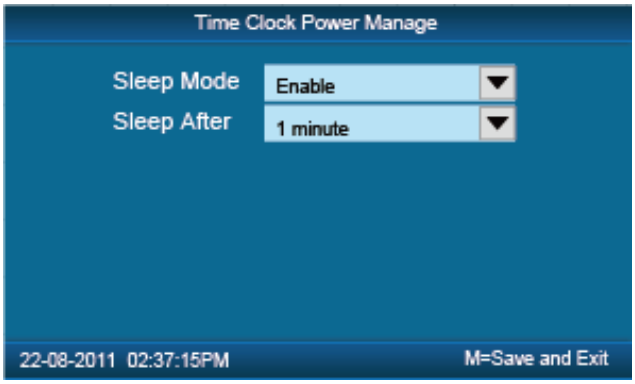
2.3.4.4 Other Options

In【Clock Setup】,select【Other Options】and press【OK】 to enter【Power Manage】interface.



2.3.4.4.1 Power Manage

Press number keys or【IN/←】、【OUT/→】key to select【Power Manage】menu and press【OK】to enter【Power Manage】interface.



【Sleep Mode】: Enable/Disable the sleep mode. Sleep Mode: Close Display/ Screensaver

【Sleep Setup】: Set device beginning time for timing sleep mode when without any operation on the device. The range is: 1-15 minutes.

【Notice】: Timing sleep means the device will enter sleep mode after timing sleep time passed when there is no operation on the device. You may press【OK】to wake up the device.

2.3.4.4.2 Access Control ★

【Access Control】 setup include “Relay Mode” , “Lock Delay(0-15Sec)”

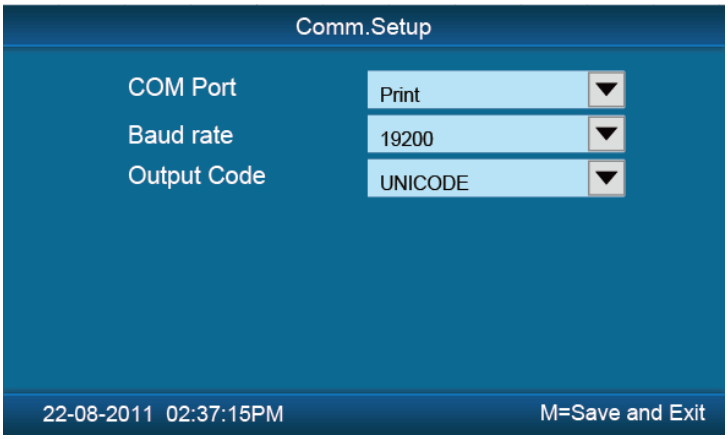
Press number keys or【IN/←】、【OUT/→】key to select【Access Control】menu and press【OK】to enter【Access Control】interface.

【Relay Mode】: Set relay output for controlling the door lock or ring bell.

【Lock Delay】(0-15 Sec)：Unlock time length. The lock will be locked again after the time length. Press【M】to save and exit.

2.3.3.4.3 COM Port Setup ★

Press the number keys or 【IN/←】、【OUT/→】to select 【COM Port Setup】, Press 【OK】 to enter 【Comm.Setup】 interface:

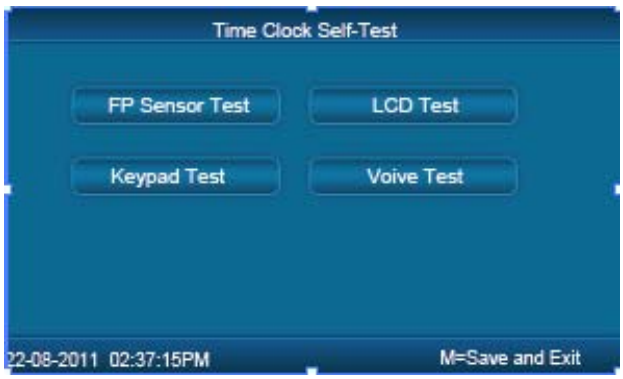


Com Port:	Communication or Print function
Baud Rate：	Baud Rate:19200 for print function
	Baud Rate:57600 for communication function
Output Code	Font coding for Print

Press 【M】 to save and return to previous menu.

2.3.4.5 Test★

In 【Clock Set】menu，select 【Self Test】and press【OK】to enter【Self Test】interface.



Test the following device hardware function：【FP Sensor Test】、【LCD Test】、【Keypad Test】、【Voice Test】.

2.3.5 Clock Information

Check the system basic information, including product model, serial number, company name, etc.

In main menu, select 【Clock Information】and press【OK】to enter 【Clock Information】interface.

【Model】: Production model

【Serial #】:The unique identifier of the device and cannot be modified.

【Company】:The user company name which can be modified by updating the firmware.

【Fingerprint】: Display the registered fingerprint number and the total fingerprint capacity.

【User】：Display the registered employee number and the total employee capacity.

【Records】: Display the stored attendance records number and the total

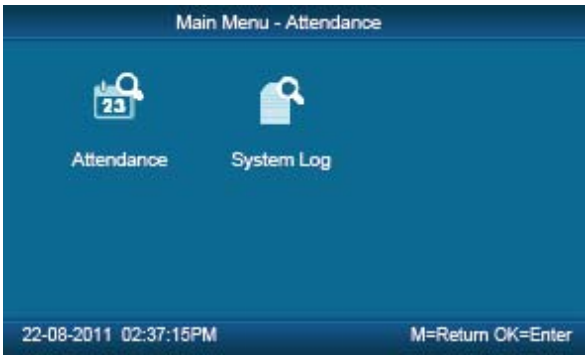
records capacity.

【Firmware】： The system firmware version information.

Press【M】key to save and exit to the previous menu.

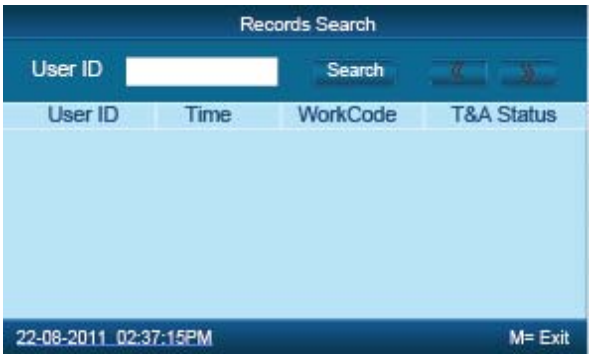
2.3.6 Search Record★

In main menu, select【Search Record】option and click【OK】to enter【Search Record】interface.



Select【Attendance】press【OK】to enter 【Attendance】interface.

2.3.6.1 Attendance

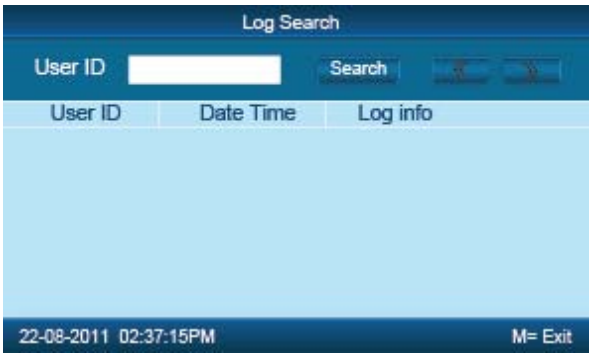


Press【OK】and fix cursor to user ID field, input user ID and click【OK】to confirm, select 【IN/←】、【OUT/→】key to move cursor to 【Search】, click【OK】to confirm, and all T/A records of this user would be displayed as following.

Press【M】to save and return to previous menu.

2.3.6.2 System Log★

Select 【System log】and click【OK】to enter 【System Log】interface.



Press【OK】and fix cursor to user ID field, input administrator user ID and click【OK】to confirm, select 【IN/←】、【OUT/→】key to move cursor to 【Search】, click【OK】to confirm. Press【M】to save and return to previous menu.

Chapter3 System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

First we should install background management software on the computer. Please refer to the following steps:

3.1 Running Environment

Hardware environment：

Pentium Ⅱ 266 and above; PentiumⅢ500 and above is recommended;

128 Memory and above; Minimum 100M hardware space;

COM Port;

CD-ROM (CD-ROM needed in installation);

VGA support 800*600 resolution and above;

Operating system:

Microsoft Windows 2000/ XP (recommended);

Microsoft Windows Vista;

Microsoft Windows 7;

3.2 System Installation

Please insert CD-ROM and the disc will automatically run the Guide interface. If not, please run Guide interface.exe in the root directory of the disc. The following window will pop up:

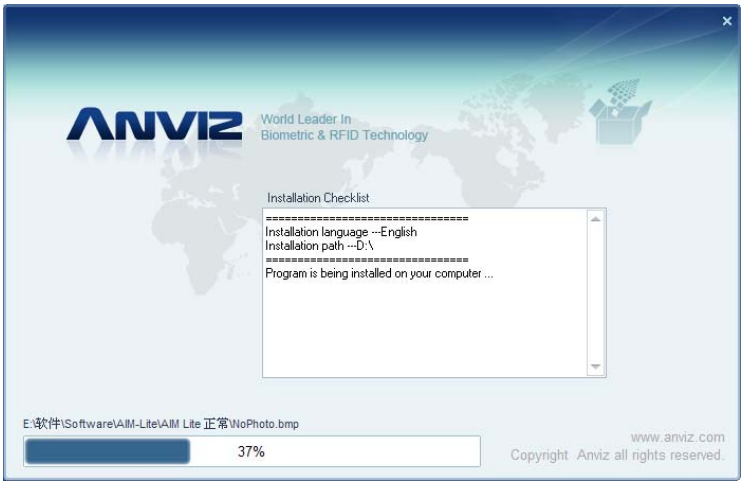
Click [Installation] to continue installation (see the picture below):

Please select local dialect：

Select installation path，default as：“D:\” click “Next month”：

Please confirm the installation list and click “Install”

Click “Yes”



The installation will be done after seconds (see the picture below):

Click [Finish] to close the installation program and an icon [ ] will be added to the desktop. And [AIM management software] will been add to [All Programs]

Chapter4 Background Management

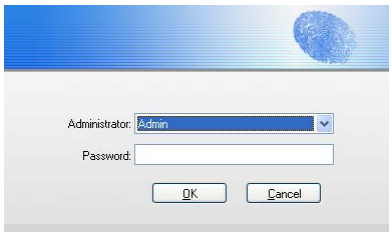
The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage employee information, set rules of attendance etc.

4 Background Management

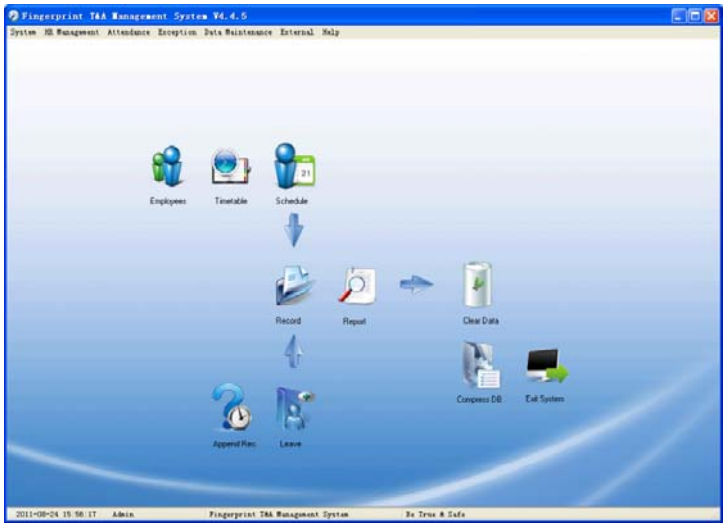
Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage employee information, set rules of attendance etc.

4.1 Log in System

Double click the icon [ ] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:



The default administrator‘s name is “Admin” and password is empty. Log in system and the following interface will be displayed:

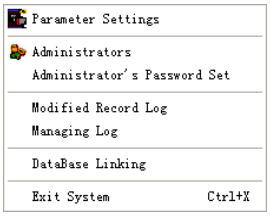


The main interface includes three parts:

1. System menu: Include the whole function module & information
2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on
3. Status column: Show the current time, logged-in administrator and system information.

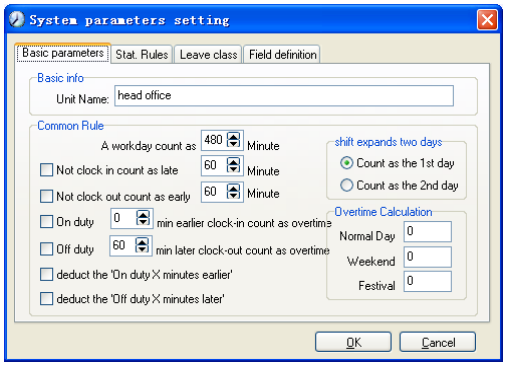
4.2 System

Click [System] on the main menu, following springs:



4.2.1 Parameters Settings

Click [Parameters Settings] in system menu. The following window will prompt:



Pic4.1

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

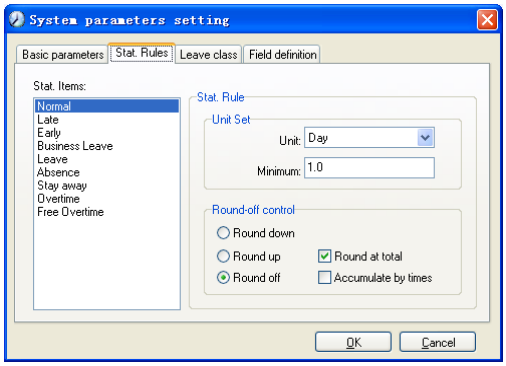
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page [Stat. Rules] in pic4.1, following shows:



This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

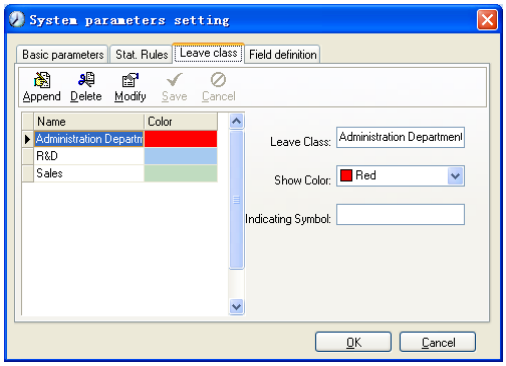
Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page [Leave class] in pic4.1, following shows:



Add new leave class:

Click [Append], input the name of leave class and choose color and click [save] to finish.

Revise leave class:

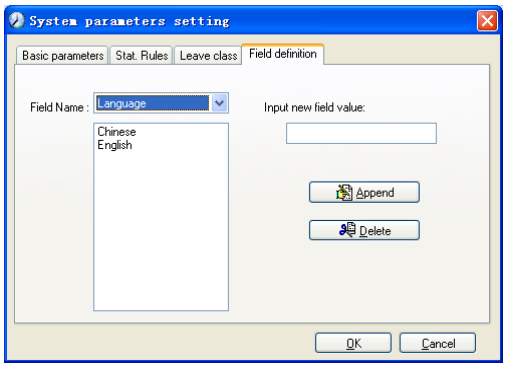
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:

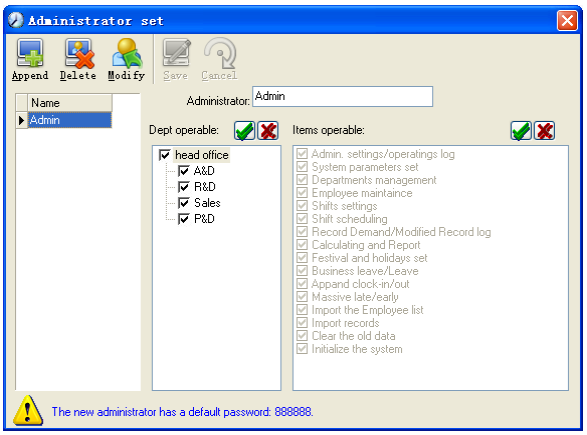
Click page [Field definition] in pic4.1, following shows:



This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

4.2.2 Administrators

Click [System]-[Administrators], following window shows:



Append new administrator:

Click [Append]—input the name of new administrator within input field.

Of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System] --[Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the “Items operable” list in above picture, such as “Employee maintenance, Shifts settings, Calculating and Report”; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the “Department operable” for the administrators (select the new department in the “Department operable” list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

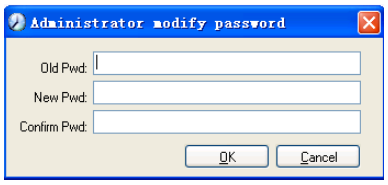
Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator who will be deleted and click [Delete] to finish deleting according to the prompt.

4.2.3 Administrator’s Password Set

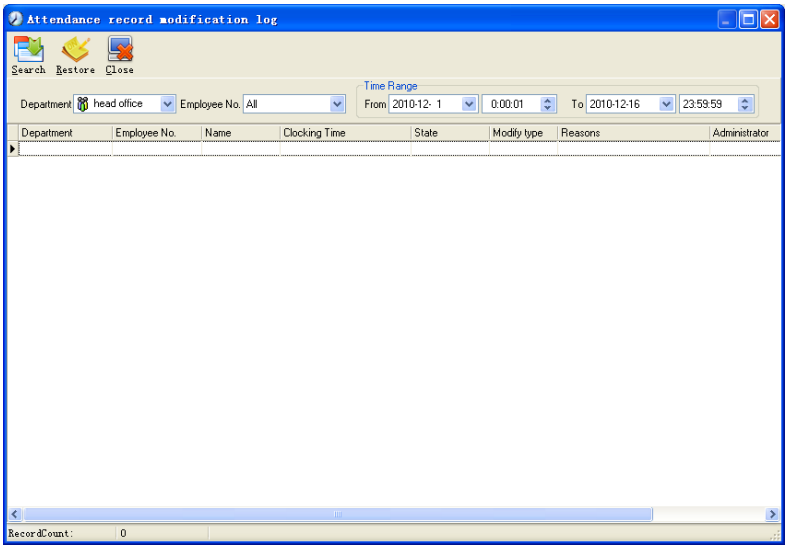
Click menu [System]--[Administrator’s Password Set], following springs:



Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

4.2.4 Modified Record Log

Click menu [System]--[Modified Record Log], following springs:



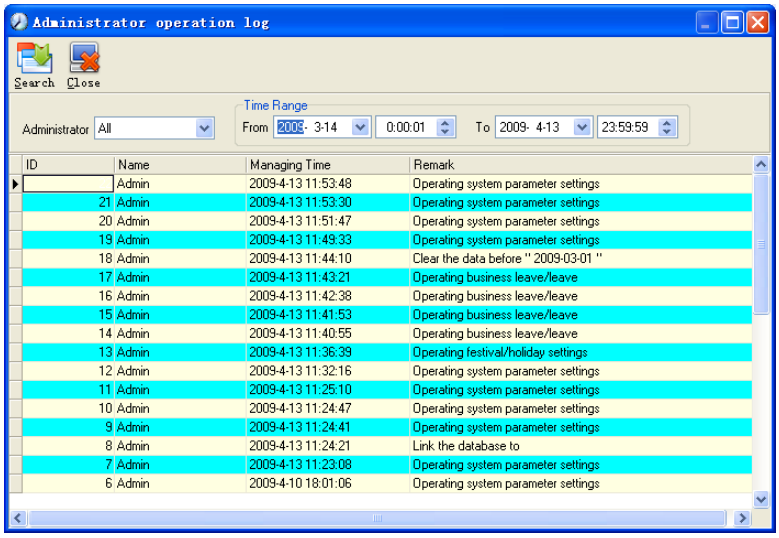
Select department, employee No. and time range and click [Search] and those records which match the above condition will be displayed.

Notice: Modified record log shows all the time attendance record modifications; If there’s record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

Click [Close] to exit.

4.2.5 Managing Log

Click menu [System]--[Managing Log], following springs:

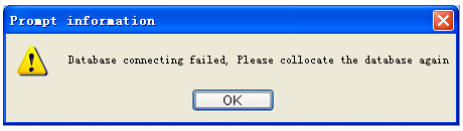

Administrator operation log
Search
Close
Time Range
Administrator All
From 2009- 3-14 0:00:01 To 2009- 4-13 23:59:59
ID Name Managing Time Remark
Admin 2009-4-13 11:53:48 Operating system parameter settings
21 Admin 2009-4-13 11:53:30 Operating system parameter settings
20 Admin 2009-4-13 11:51:47 Operating system parameter settings
19 Admin 2009-4-13 11:49:33 Operating system parameter settings
18 Admin 2009-4-13 11:44:10 Clear the data before '' 2009-03-01 ''
17 Admin 2009-4-13 11:43:21 Operating business leave/leave
16 Admin 2009-4-13 11:42:38 Operating business leave/leave
15 Admin 2009-4-13 11:41:53 Operating business leave/leave
14 Admin 2009-4-13 11:40:55 Operating business leave/leave
13 Admin 2009-4-13 11:36:39 Operating festival/holiday settings
12 Admin 2009-4-13 11:32:16 Operating system parameter settings
11 Admin 2009-4-13 11:25:10 Operating system parameter settings
10 Admin 2009-4-13 11:24:47 Operating system parameter settings
9 Admin 2009-4-13 11:24:41 Operating system parameter settings
8 Admin 2009-4-13 11:24:21 Link the database to
7 Admin 2009-4-13 11:23:08 Operating system parameter settings
6 Admin 2009-4-10 18:01:06 Operating system parameter settings

This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

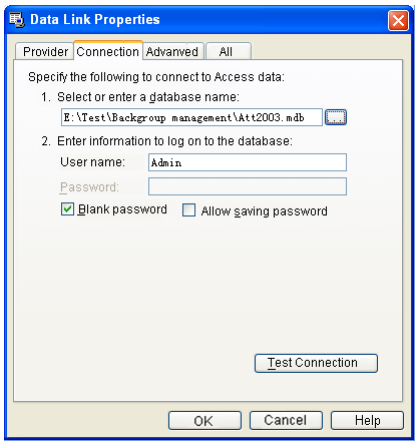
4.2.6 Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:



Click [Database linking] in system menu, the following springs.

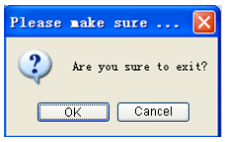

Data Link Properties
Provider Connection Advanced All
Specify the following to connect to Access data:
1. Select or enter a database name:
E:\Test\Backgroup management\Att2003.mdb
2. Enter information to log on to the database:
User name: Admin
Password:
Blank password Allow saving password
Test Connection
OK Cancel Help

Input the database name or click the ... button to select the correct database file.

Notice: You can click [Test connection] to test the connection correctness of the database.

4.2.7 Exit System

Click [Exit System] in System menu. The following menu springs:



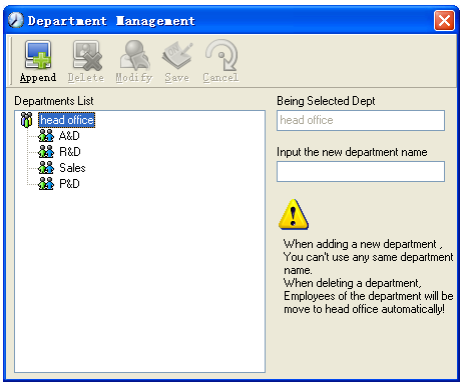
Click [OK] to exit management software and return to Windows system.

4.3 HR Management

Click [HR Management] on the main menu, following springs:

4.3.1 Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:



Add a new department:

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

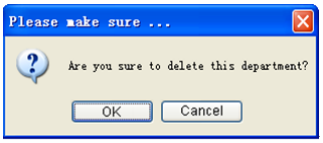
Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the “Department operable”).

Department modification:

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department:

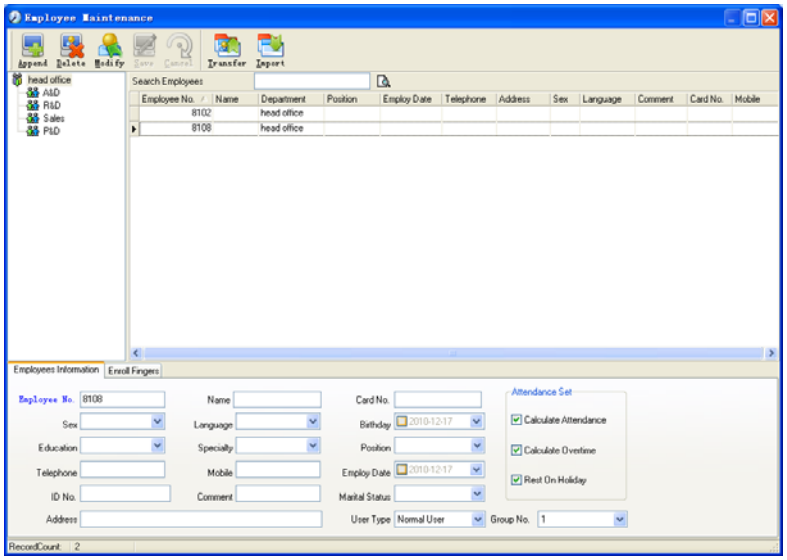
Choose the department, click [Delete] and then click [OK] to complete.



Notice: repetition of department name is not allowed; if there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

4.3.2 Employees Maintenance

Click [Employees Maintenance] in [HR Management] menu, the following window appears:



Employee's adding:

Choose the department that the employees belong to, clicks [Append], and input employee’s information, then click [Save] to complete.

Note: 1. The items of “Calculate attendance”, “Calculate overtime”, “Rest on holiday” below “Attendance Set” is correlated with report, please set it correctly. If the checkbox of “Calculate Attendance” of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox “Calculate Overtime” is not checked, the statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of “Rest On Holiday” is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of “Rest On Holiday” is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

Employee's modification:

Choose the employee, click [Modify] and input the new information, then click [Save].

Employee's deletion:

Choose the employee; click [Delete] and then click [OK] to complete.

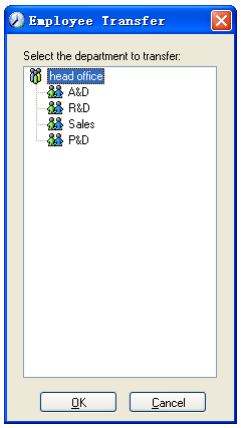
Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

Import employees:

Click [Import], employee importation window springs for importing employees.

Employee's department shifting:

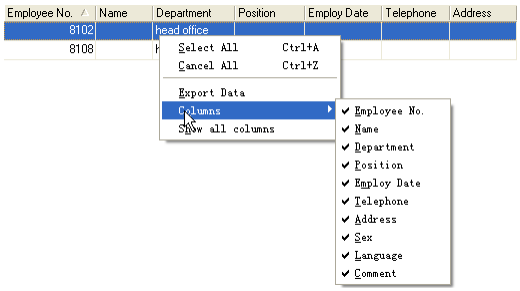
Choose the employee you want to shift the department click [Transfer] and following window will pop up:



Select the new department and click [OK] to complete.

Export Employee:

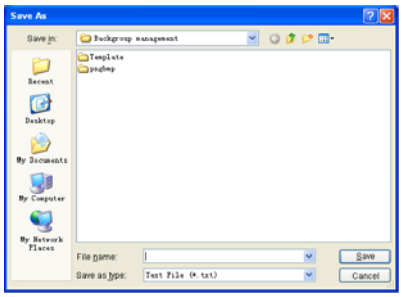
Right-click on employee list and the following window pops:



All displayed fields in employee info list can be defined through submenu of "Column". Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:

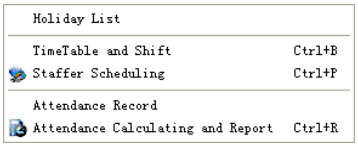


Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

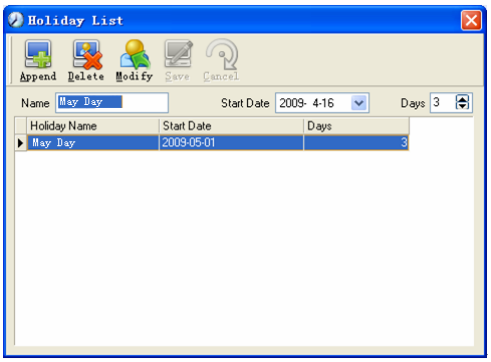
4.4 Attendance Management

Click [Attendance] in the main menu, following springs:



4.4.1 Holiday List

Click [Holiday List] in [Attendance] menu. The following appears.



Add festivals or holidays:

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

4.4.2 Timetable and Shift

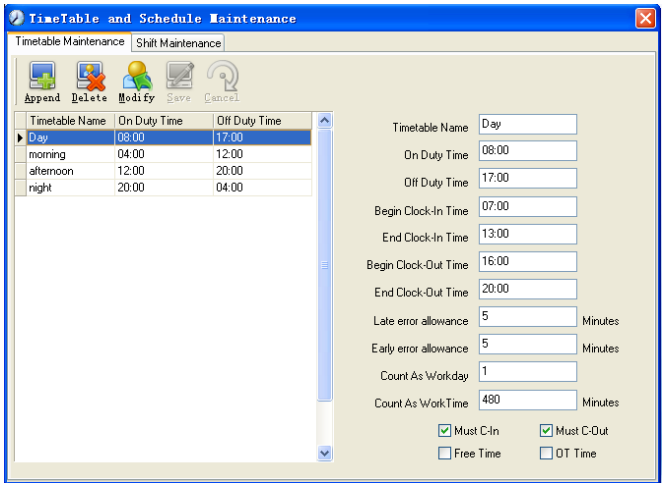
The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [Attendance] menu. The following window appears.



Pic4.2

Add a new timetable:

Click [Append] and enter the corresponding information:

[Timetable Name] For instance: Day Shift

[On duty Time] (08:00) [Off duty Time] (17:00)

[Begin Clock-in Time] (07:00) [End Clock-in Time] (13:00)

[Begin Clock-out Time] (16:00) [End Clock-out Time] (20:00),

[Late error allowance] (5) [Early error allowance] (5)

[Count as work day] (1)

[Count as work time XXX minutes] (480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

(Please note: Every item should be setup in timetables with no blank left.[Begin Clock-in Time]and[End Clock-in Time]setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as "late", [Early error allowance] means how many minutes before [End Clock-in Time] are treated as "early"; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

The timetable Deletion

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

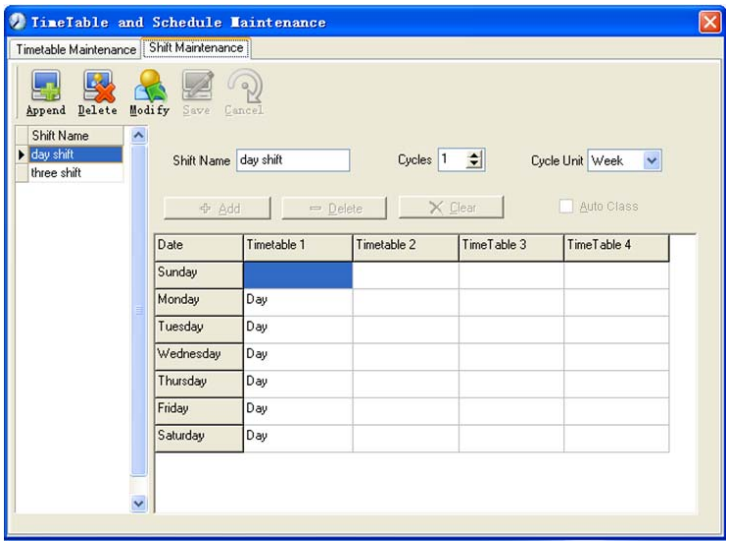
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to Pic4.2. Please note there should be no blank left.)

Shift Maintenance

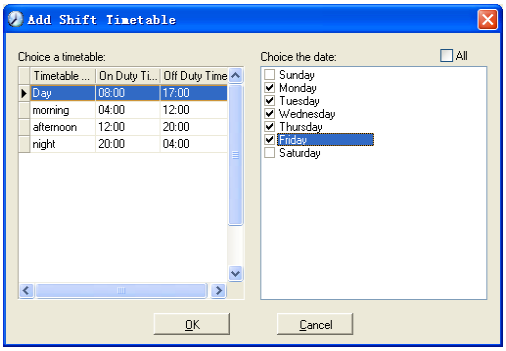
Click [Shift Maintenance] in Pic4.2 and the following window pops up:



Add a shift:

Click [Append] and enter corresponding shit information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week),

and click [Add], select the timetables and time range required in this shift in the springing window (see the Pic4.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.).



Pic4.3

Delete the timetable: Select the timetable you want to delete and click [Delete].

Clear the timetable: Clear all the timetables of the shift.

Arrange the shift automatically: when an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift:

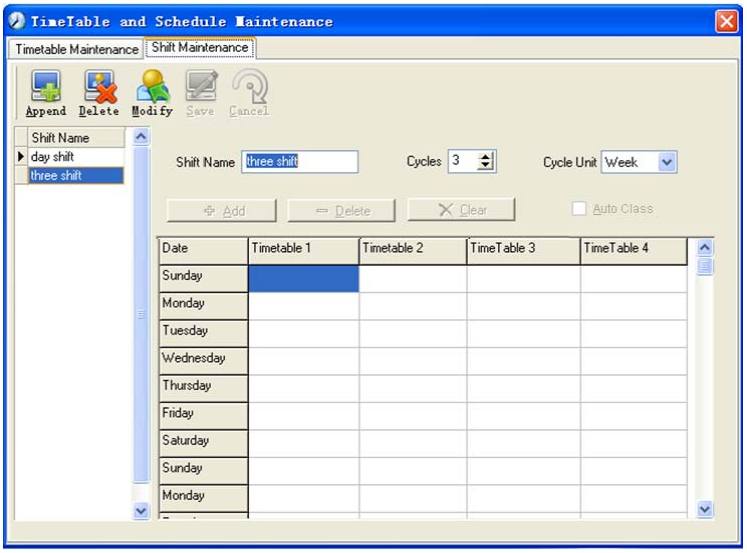
Select the shift to be deleted and click [Delete].

Example---Three shifts:

Add “Three shifts” Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.)

Step 1:

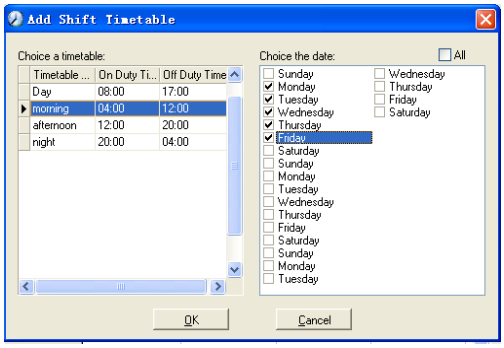
Click [Append], enter “Three shifts” in [Shift Name], set [Cycle] to “3” and [Cycle Unit] to “Week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

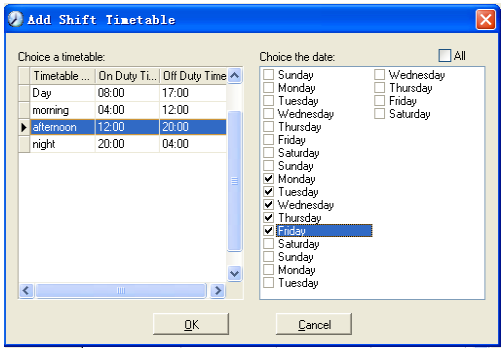
Click [Add] and the following window pops up:



Select the timetable “Morning shift” to be added and select the time range to apply to this timetable “from Monday to Friday of the first week” and click [OK] to complete the setting of the first week.

The second week (afternoon shift, from Monday to Friday)

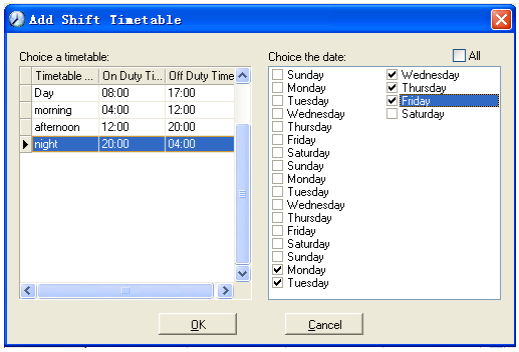
Click [Add], make corresponding operation in the springing window (see the result below):



Click [OK] to complete the working hour setting for the second week.

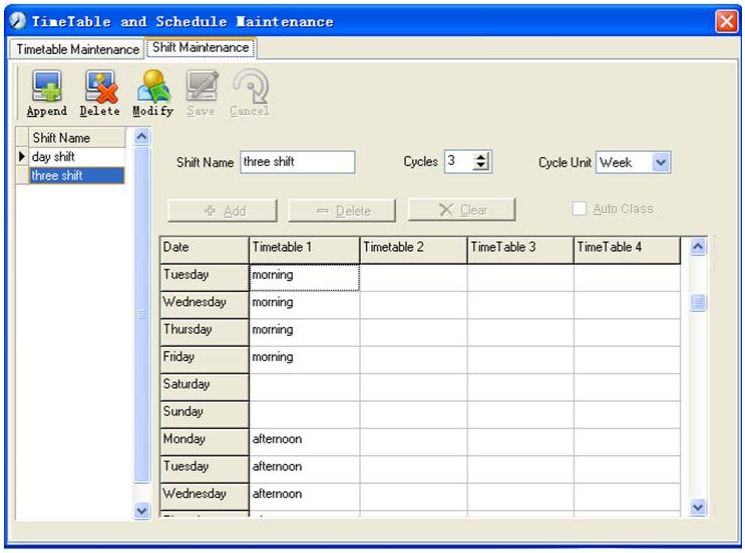
The third week (night shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):



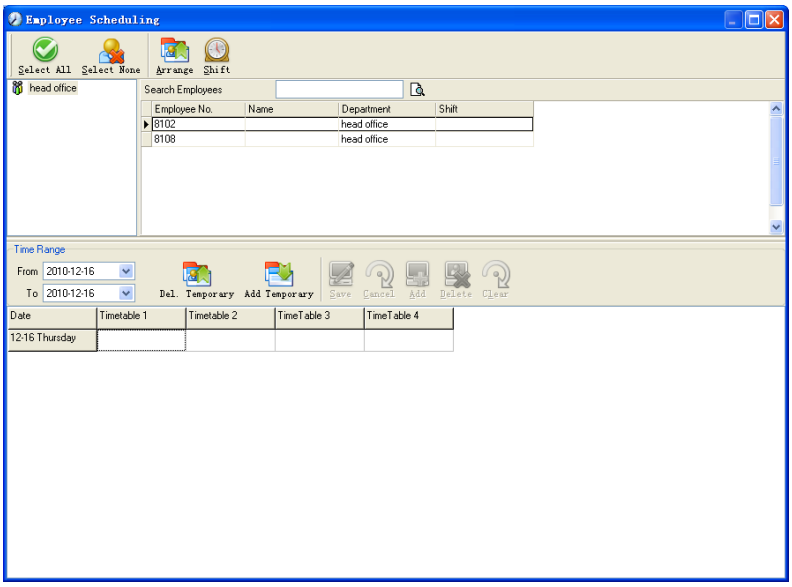
Click [OK] to complete the working hour setting for the third week.

After the completion of above steps, please don’t forget to click [Save] and the setup of “three shifts” will be done (see the picture below):



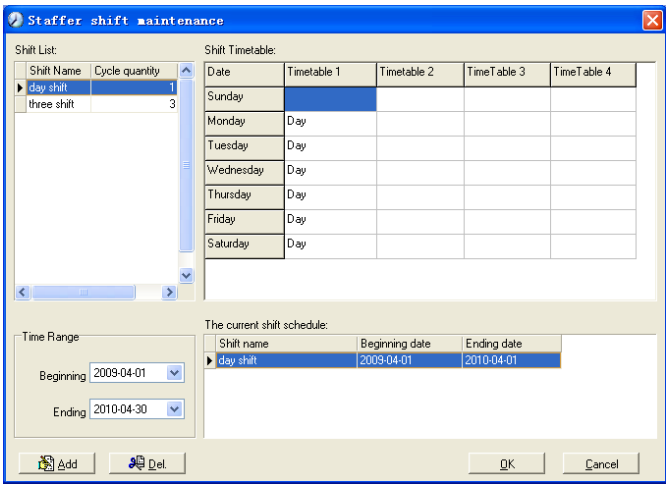
4.4.3 Employee Scheduling

Click [Employee Scheduling] in [Attendance] menu. The following window appears:



Pic4.4

Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:



Pic4.5

Add a new shift:

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of “normal class ", click [Add] button and then click [OK] in Pic4.5 to finish the adding of new shifts.

Please note:

If the cycle unit of scheduling is “week” and the amount of cycle is more than 2, the starting date should setup as “Sunday”.

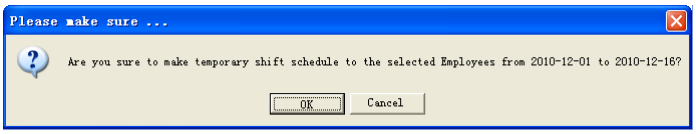
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts:

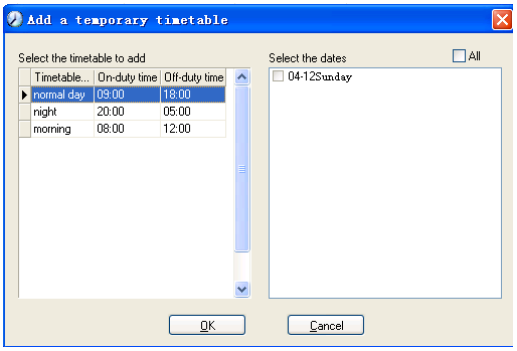
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift. Click [Add Temporary] the following window appears:


Please make sure ...
Are you sure to make temporary shift schedule to the selected Employees from 2010-12-01 to 2010-12-16?
OK
Cancel

Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:



Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

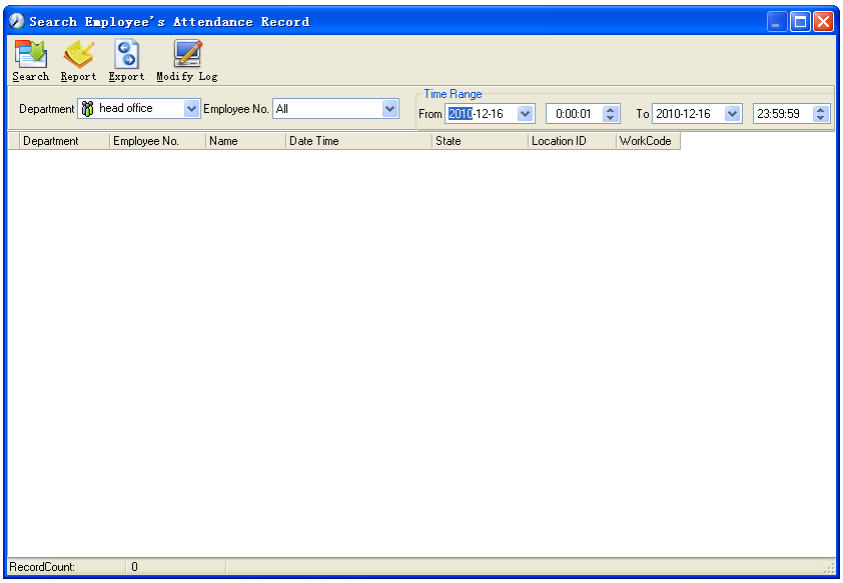
[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

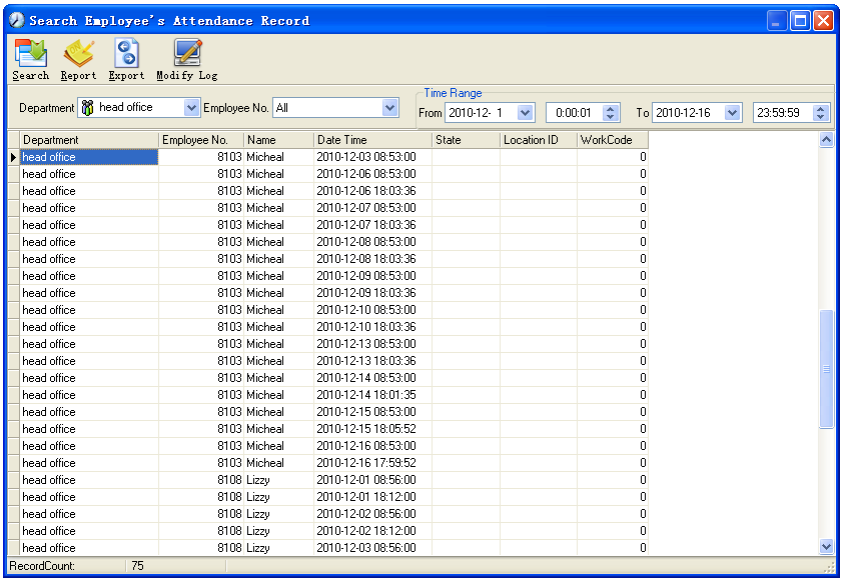
4.4.4 Attendance Records

Click [Attendance Records] in [Attendance] menu, the following appears:



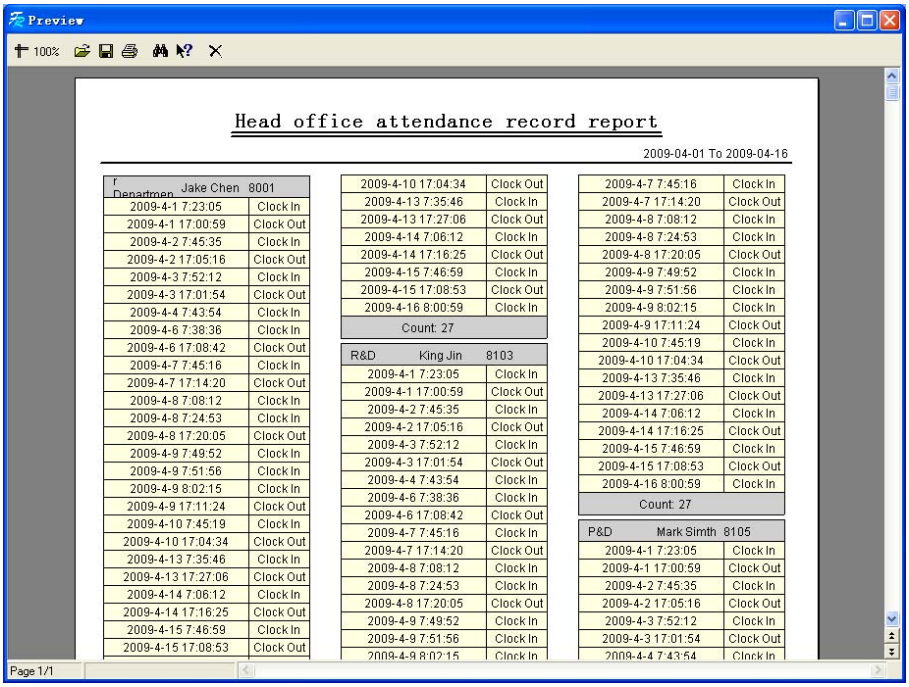
Inquiry of attendance record:

Select the department, employee, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.


Search Employee's Attendance Record
Search
Report
Export
Modify Log
Department
head office
Employee No.
All
Time Range
From 2010-12- 1
0:00:01
To 2010-12-16
23:59:59
Department | Employee No. | Name | Date Time | State | Location ID | WorkCode
head office 8103 Micheal 2010-12-03 08:53:00 0
head office 8103 Micheal 2010-12-06 08:53:00 0
head office 8103 Micheal 2010-12-06 18:03:36 0
head office 8103 Micheal 2010-12-07 08:53:00 0
head office 8103 Micheal 2010-12-07 18:03:36 0
head office 8103 Micheal 2010-12-08 08:53:00 0
head office 8103 Micheal 2010-12-08 18:03:36 0
head office 8103 Micheal 2010-12-09 08:53:00 0
head office 8103 Micheal 2010-12-09 18:03:36 0
head office 8103 Micheal 2010-12-10 08:53:00 0
head office 8103 Micheal 2010-12-10 18:03:36 0
head office 8103 Micheal 2010-12-13 08:53:00 0
head office 8103 Micheal 2010-12-13 18:03:36 0
head office 8103 Micheal 2010-12-14 08:53:00 0
head office 8103 Micheal 2010-12-14 18:01:35 0
head office 8103 Micheal 2010-12-15 08:53:00 0
head office 8103 Micheal 2010-12-15 18:05:52 0
head office 8103 Micheal 2010-12-16 08:53:00 0
head office 8103 Micheal 2010-12-16 17:59:52 0
head office 8108 Lizzy 2010-12-01 08:56:00 0
head office 8108 Lizzy 2010-12-01 18:12:00 0
head office 8108 Lizzy 2010-12-02 08:56:00 0
head office 8108 Lizzy 2010-12-02 18:12:00 0
head office 8108 Lizzy 2010-12-03 08:56:00 0
RecordCount: 75

Attendance record report form preview:

Click [Report] when the window displays the attendance inquiry records, you can get the report form automatically.



Attendance records exporting

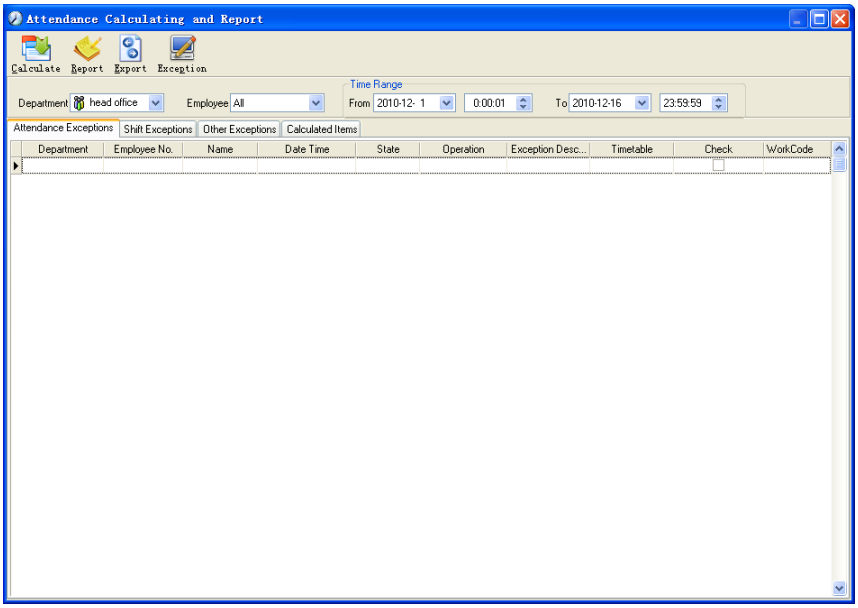
If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: *.txt, *.xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

4.4.5 Attendance Calculating and Report

Inquiry of report form:

Click [Attendance Calculating and Report] in [Attendance] menu, the following window appears:



Pic4.6

Select the beginning, the ending date and the department and employee that need to be calculated and then click [Calculate].

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display Employee's attendance result in the scheduled time period;

[Other Exceptions]: Display Employee's leave, out and overtime etc.;

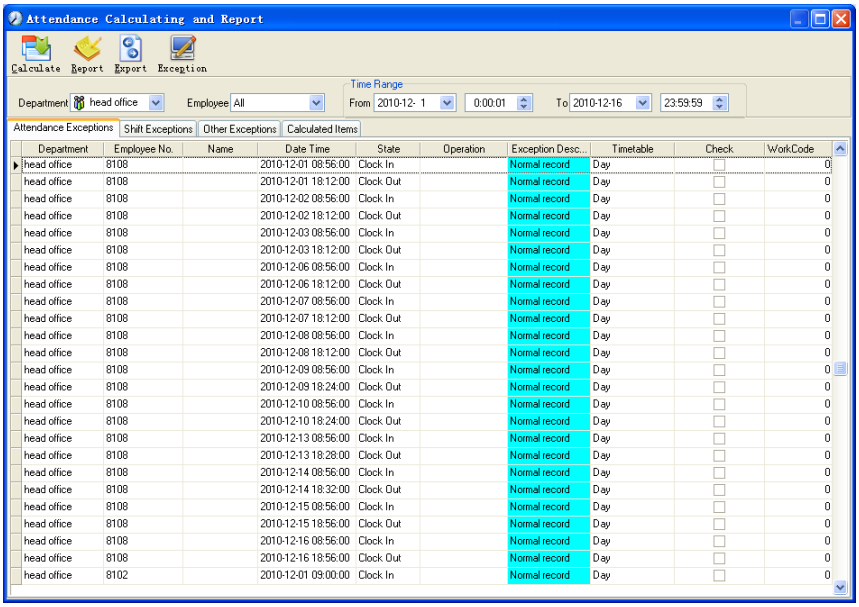
[Calculated Items]: Display all Employee's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

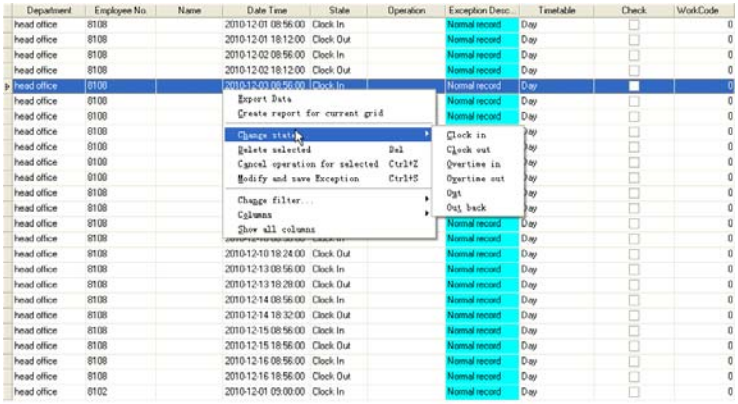
Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:


Attendance Calculating and Report
Calculate
Report
Export
Exception
Time Range
Department
head office
Employee
All
From
2010-12- 1
0:00:01
To
2010-12-16
23:59:59
Attendance Exceptions
Shift Exceptions
Other Exceptions
Calculated Items
Department
Employee No.
Name
Date Time
State
Operation
Exception Desc...
Timetable
Check
WorkCode
head office 8108 2010-12-01 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-01 18:12:00 Clock Out Normal record Day 0
head office 8108 2010-12-02 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-02 18:12:00 Clock Out Normal record Day 0
head office 8108 2010-12-03 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-03 18:12:00 Clock Out Normal record Day 0
head office 8108 2010-12-06 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-06 18:12:00 Clock Out Normal record Day 0
head office 8108 2010-12-07 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-07 18:12:00 Clock Out Normal record Day 0
head office 8108 2010-12-08 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-08 18:12:00 Clock Out Normal record Day 0
head office 8108 2010-12-09 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-09 18:24:00 Clock Out Normal record Day 0
head office 8108 2010-12-10 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-10 18:24:00 Clock Out Normal record Day 0
head office 8108 2010-12-13 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-13 18:28:00 Clock Out Normal record Day 0
head office 8108 2010-12-14 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-14 18:32:00 Clock Out Normal record Day 0
head office 8108 2010-12-15 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-15 18:56:00 Clock Out Normal record Day 0
head office 8108 2010-12-16 08:56:00 Clock In Normal record Day 0
head office 8108 2010-12-16 18:56:00 Clock Out Normal record Day 0
head office 8102 2010-12-01 09:00:00 Clock In Normal record Day 0

We will see such mistakes as "state mistake", "invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):



The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

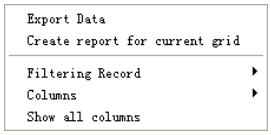
[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

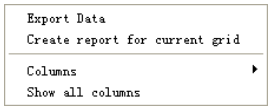
[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:



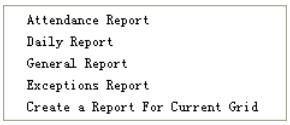
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:



The operation is the same as stated above.

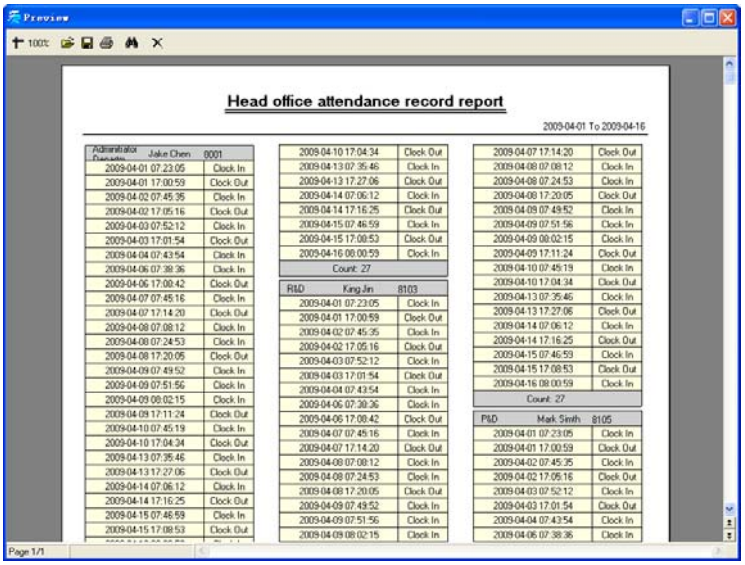
Report:

Click [Report] in pic4.6 and the following menu will pop up:

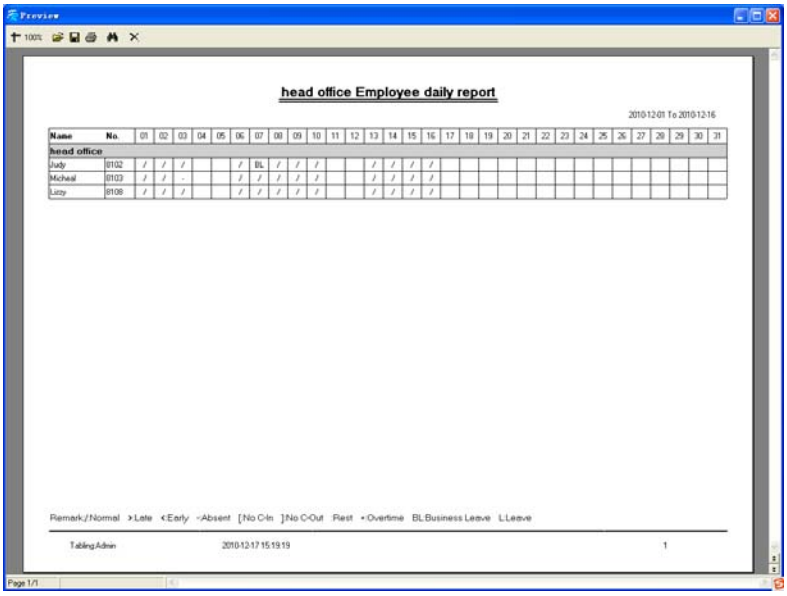


Pic4.7 Exception menu

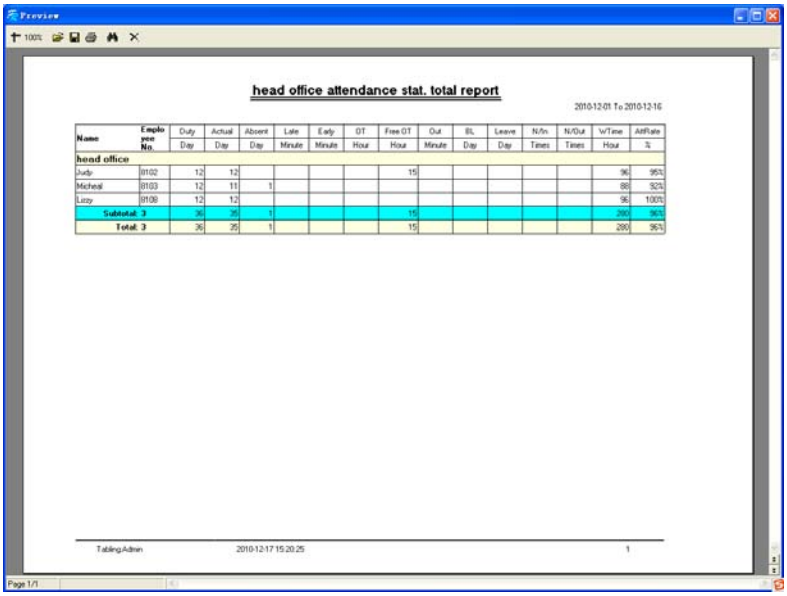
[Attendance Report]: Calculate employee's attendance record;



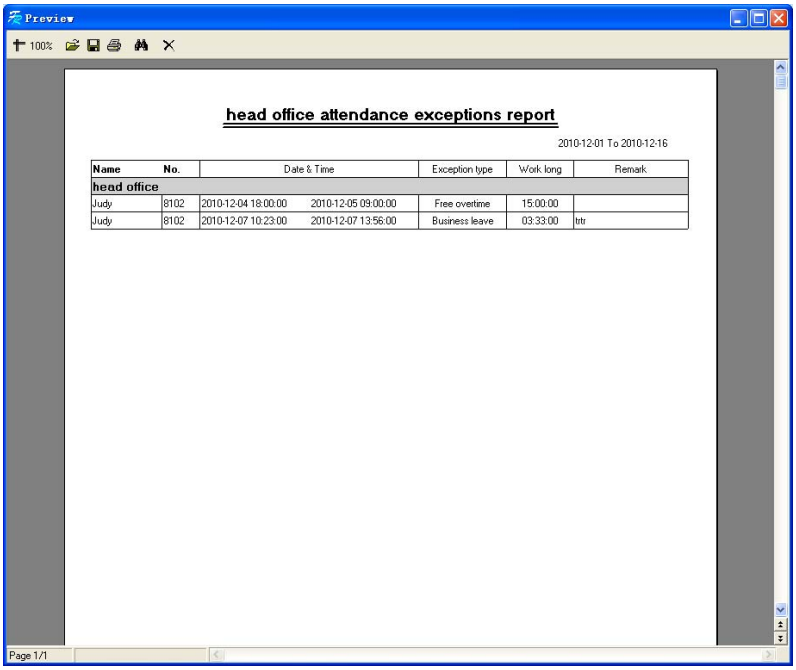
[Daily Report]: Calculate employee's daily attendance record;



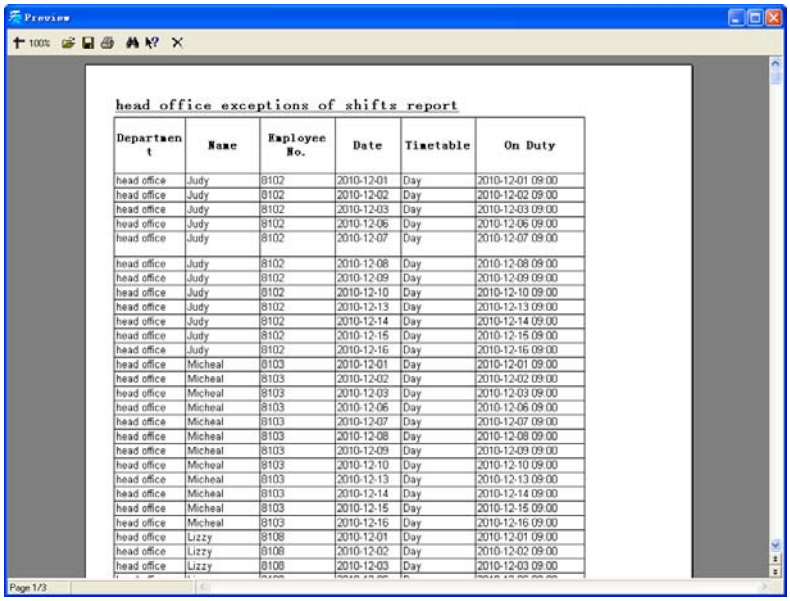
[General Report]: Calculate all employee's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

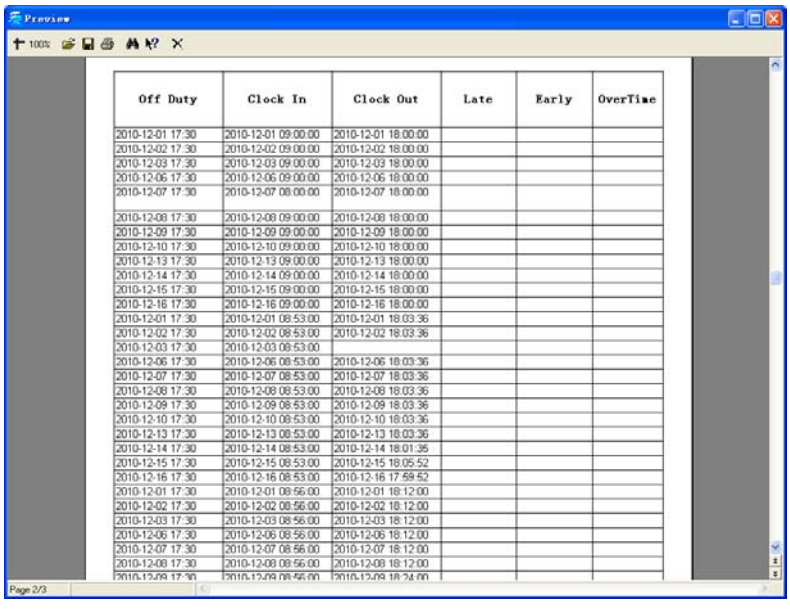


[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;


Preview
100%
head office attendance exceptions report
2010-12-01 To 2010-12-16
Name No. Date & Time Exception type Work long Remark
head office
Judy 8102 2010-12-04 18:00:00 2010-12-05 09:00:00 Free overtime 15:00:00
Judy 8102 2010-12-07 10:23:00 2010-12-07 13:56:00 Business leave 03:33:00 ttr
Page 1/1

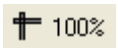
[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report





Print Report:

Toolbar of report preview is as the following picture:

 Adjust the ratio of preview content;

Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is “*.frp”.

Print Report;

Close Preview

Data Export:

In picture 4.6, click [Export] and the displayed data of grid in the current window will be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

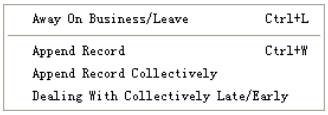
Exceptions dealt with:

In pic4.6, click [Exception] and the following menu will pop up:

Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

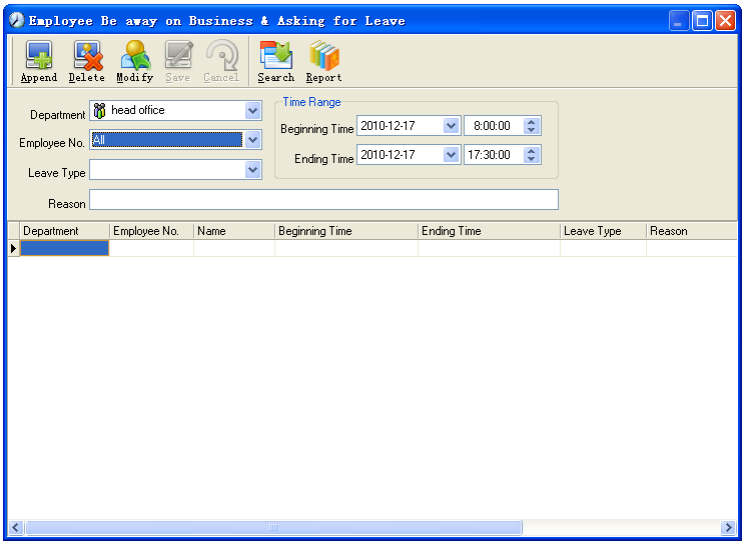
4.5 Deal with Exceptions

Click [Exception] on the main menu, following springs:



4.5.1 Away on Business/ Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:



Deal with employee away on business / leave:

Click [Append], then select the proper department, employee ID, beginning time, ending time, leave type, and click save when ready.

Modification of employee away on business or leave:

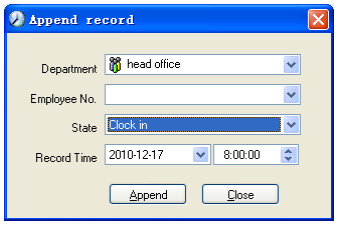
Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of employee away on business or leave

Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

4.5.2 Append Record

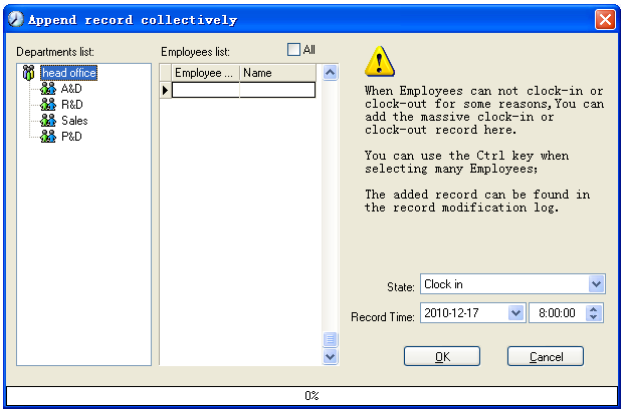
If a employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:



Select the relative items and click [Append] when ready.

4.5.3 Append Record Collectively

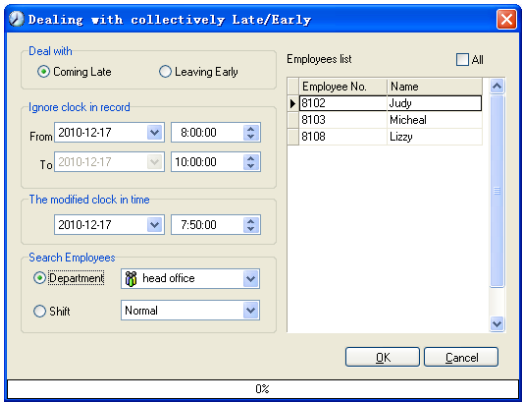
When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:



Select the department, thus the employees in the department will be listed in the employee list, select the employees whom you want to add records on to, then select record's state and time, then click [OK] to finish.

4.5.4 Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] menu. The following springs:



Steps as follows;

1. Click "Dealing with Collectively Late/Early";

2. Select time range for "Ignore clock in record";

3. Select the "The modified clock in time"

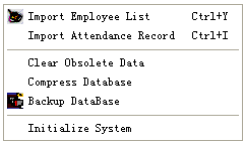
4. Search employee through department or shift;

5. Select employee;

6. Click [OK] to confirm.

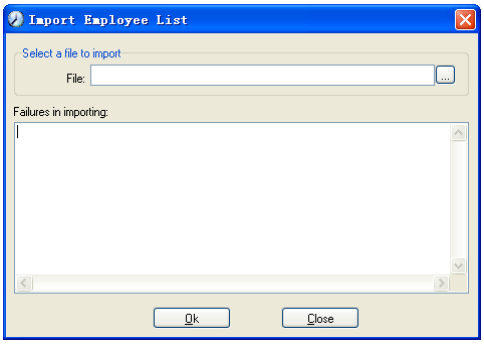
4.6 Data Maintenance

Click [Data Maintenance] on the main menu, following springs:

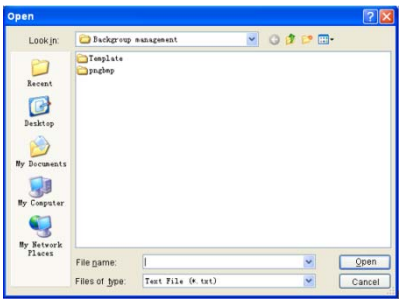


4.6.1 Import Employee List

Click [Import Employee List] in [Data Maintenance] menu. Pop up the following window:



Click to select the personnel list file for importing.



Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click [open]to get back to above window, click [OK] to start!

The definition of (*.txt) data format as follows:

This format of file only can import the employee info of “ID, Name, and department”;

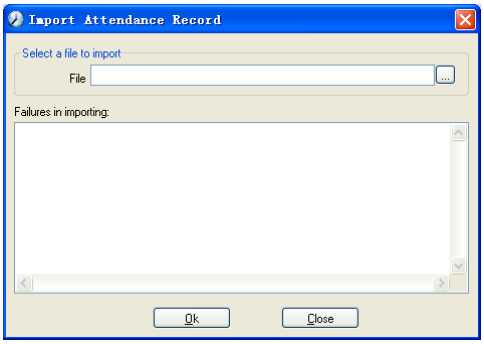
The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: “Employee No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment”; put those items on the head line and input the items by order, the order can not be changed.

4.6.2 Import Attendance Record

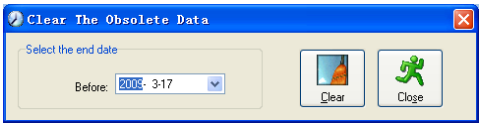
Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:



Click to select the attendance record file for importing, and click [OK] to start.

4.6.3 Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:



After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish. (Note: you can only clear the data of one month ago).

4.6.4 Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

4.6.5 Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [Save] when ready.

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

4.6.6 Initialize System

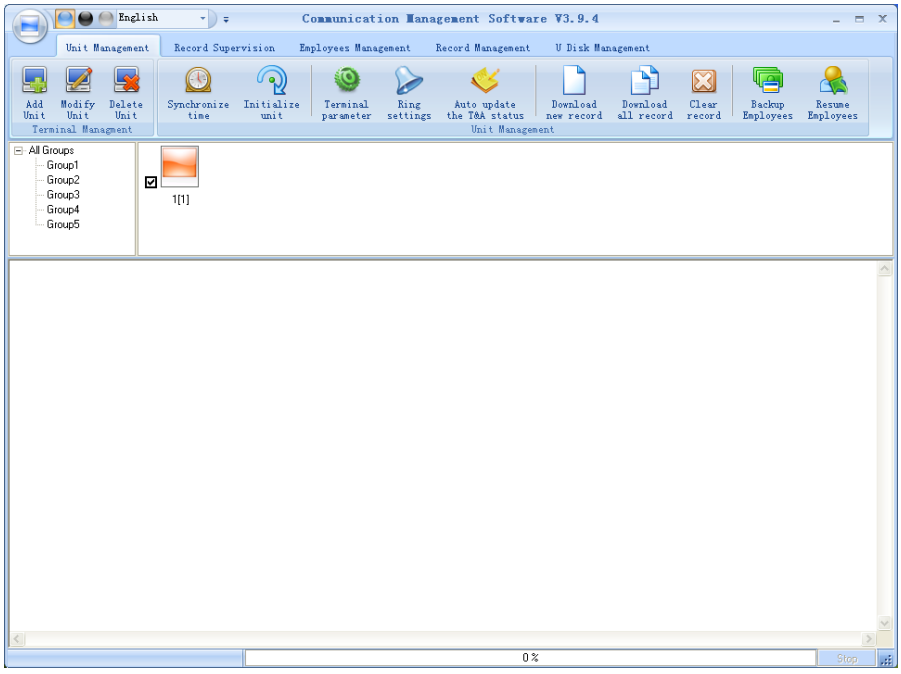
Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

4.7 External Program Management

Click [External] on the main menu, following springs:

4.7.1 Connect to Communication management software

Click [External]-[Connect to Time Attendance Machine], the system will prompt the communication interface between the software and the time attendance machine, control the current machine which connected with the computer, also can collect all records from the machine, upload and download employee information and fingerprint templates, or clear the old data on the attendance machine, modify the time on the machine. More details please reference the [Communication]chapter.

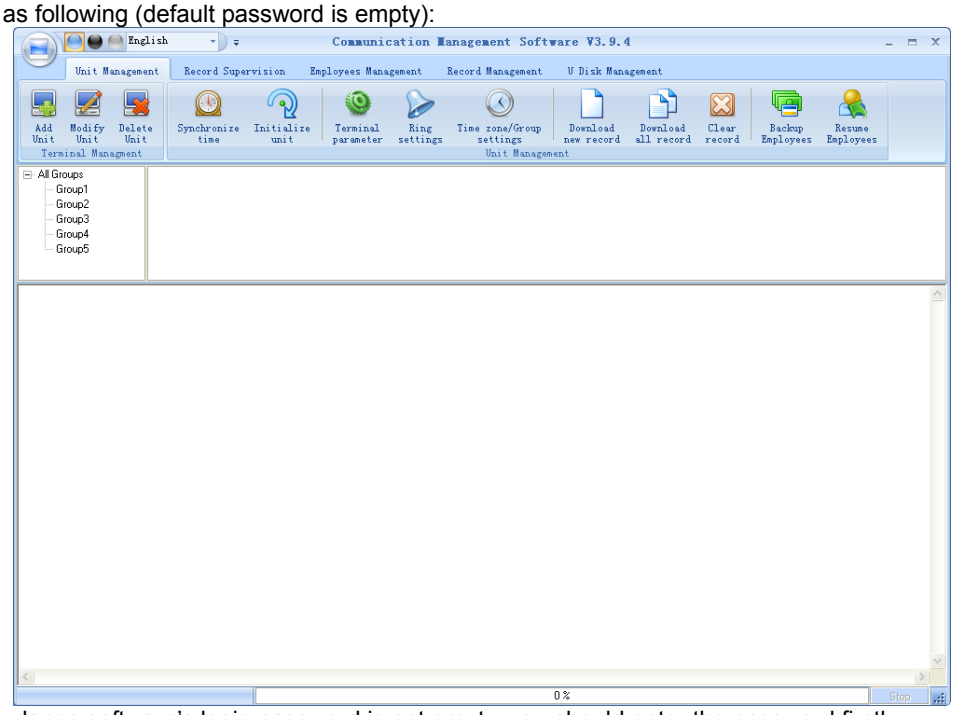


Chapter5 Communication

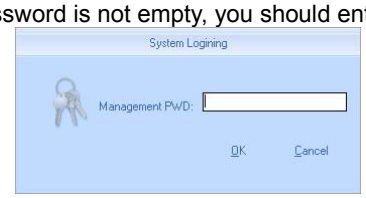
The chapter is mainly about how to add, delete and set communication between PC and terminal.

5 Data Communication

Select [Start] - [All programs] - [Intelligent Management System] - [Communication Management Software], the main interface will show as following (default password is empty):



If the time attendance software's login password is not empty, you should enter the password firstly.



Enter the password and click the button [OK] to login.

If you enter the wrong password 3 times, the software will automatically close.

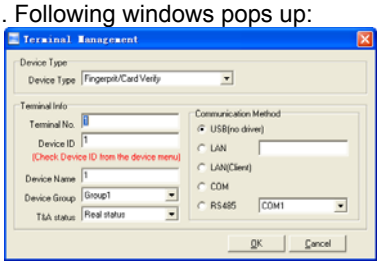
When you enter a wrong password, a message box pops up as follows:

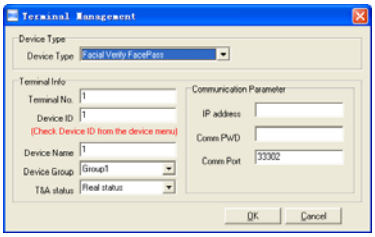
Click the button [OK]. And then try to enter the correct password

5.1 T&A Machine Management

5.1.1 Add Unit

Click the button [Add Unit]. Following windows pops up:





Remark:

Device Type：There are two device types: one is Fingerprint/Card Verify, the other is Facial Verify FacePass. Please base on the actual device type to select.

Terminal No: This number can be set as you need.

Device ID: Device ID is the uniquely identification for management software. Please set it differently when you communication more devise in one software..

Device Name: You can set it as you need to describe the device.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: Actual Status, on duty and off duty. When we set it as "Actual Status" the attendance records' status in the software are as same they are in the device. If you set it as "ON Duty", all the records' status which is from this machine will be "On duty". If you set it as "Off Duty", all the records' status which is from this machine will be "Off duty".

Communication Method

USB: Connect the terminal via USB cable;
LAN: Input the terminal's IP address. The default IP address is 192.168.0.218.
LAN (client): Only communication with the PC which has server IP.
RS485: The default COM value is COM1;
Communication Parameter:
IP address: The FacePass terminal's IP address.
Comm PWD: It is the FacePass terminal's management password.(Default is :88888888)
Comm Port: The FacePass terminal's TCP/IP communication port. Please check the port number in the terminal.
Prompt: Create FacePass terminal must input correct IP address, terminal management password and Communication port.

Click the button [OK] to save the information. Can see a saffron yellow terminal icon (

). Please move the cursor to the terminal icon it displays as follows:

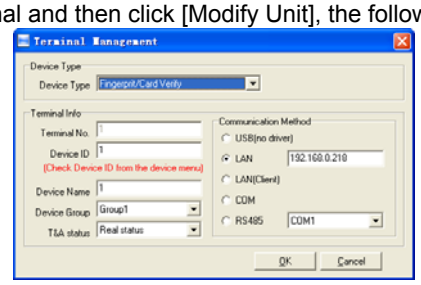
Machine Number: 1
Machine Name: Head office
Serial Number: 500
Communication Method: USB
Connection State: Abnormal

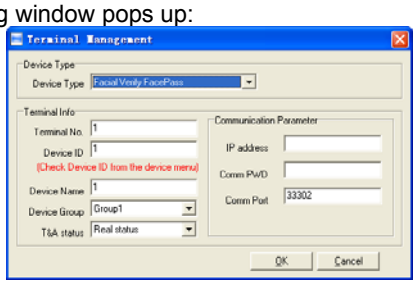
The connection state should be normal. So please do communication operation with machine (i.e. Synchronize time). When connection state is normal, terminal icon will become blue (

).

5.1.2 Modify Unit

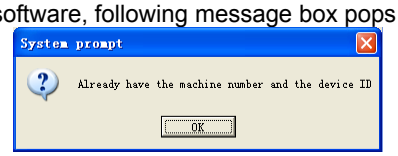
Choose the terminal and then click [Modify Unit], the following window pops up:



or


Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

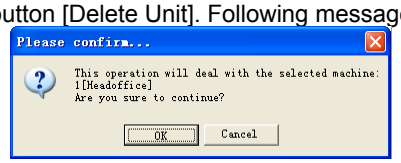
Notice: If the "No" is already exist in the software, following message box pops up:



Click the button [OK] to set the Unit information again.

5.1.3 Delete Unit

Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:

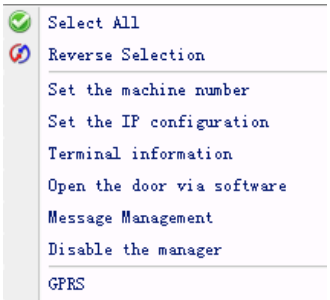


Click the button [OK] to delete or click the button [Cancel] to cancel.

5.1.4 Right Key Menu ★ (The FacePass don't have this function)

Select terminal icon

,right click and perform the menu:

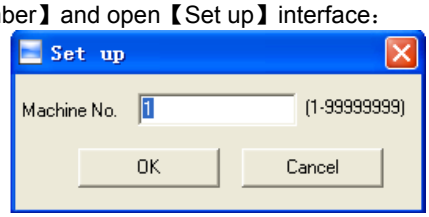


Pic 5.1.4 right key menu

[Select All]: Select all the terminals.
[Reverse Selection]: Select the terminals which are not selected. Cancel the terminals which are selected.

5.1.4.1 Set device ID

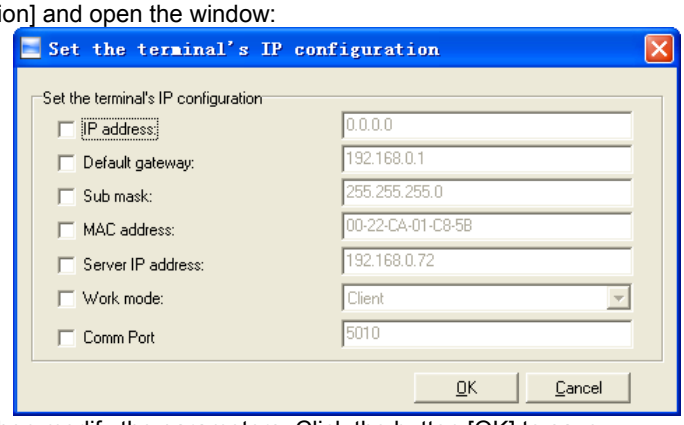
In Pic 5.1.4 select【Set the machine number】and open【Set up】interface：



Modify device ID and click【OK】to save, you can check the device ID in the setting menu of the terminal.

5.1.4.2 Set the IP Configuration

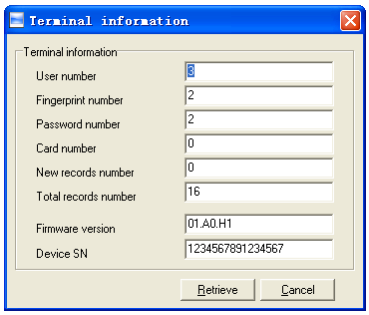
Click [Set the IP configuration] and open the window:



Select the check box and then modify the parameters. Click the button [OK] to save

5.1.4.3 Terminal Information

Display terminal information as follows:



Click the button [Retrieve] to retrieve the terminal information. Click the button [Cancel] to close the window.

5.1.4.4 Open the door via software

Open the door via software

If you click the item [Open the door via software], you can see the information in the main interface as follows:

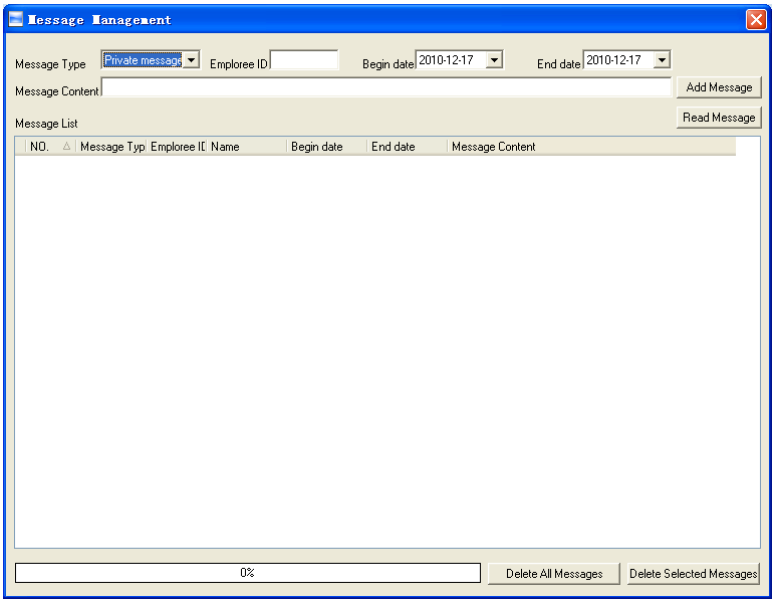
2009-03-18 13:35:58]1[Head office] Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

5.1.4.5 Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:



There are two kind of message type: Private message and public message

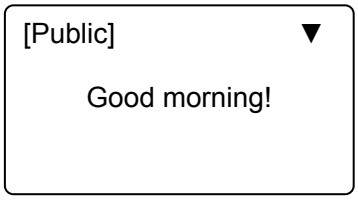
Private message need the employee ID. If you do not input the employee ID, the system prompts message: Input message not compete!

Click [Add Message] button to add the message.

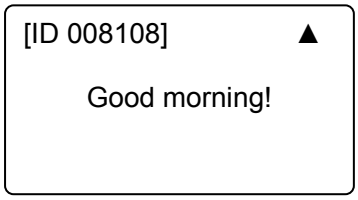
Click [Read message], you will see the message in the [Message List]. And you can select one message and click [Delete Selected Messages] to delete the message.

Click [Delete All Messages] to delete all messages on the terminal.

The message displays on the terminal's LCD as follows:



Public message



Private message

Message length: 27 Chinese letters or 54 English letters.

Notice: You can shift the messages by pressing [←], [→] key.

5.1.4.6 Disable the manager

Clear the device manager.

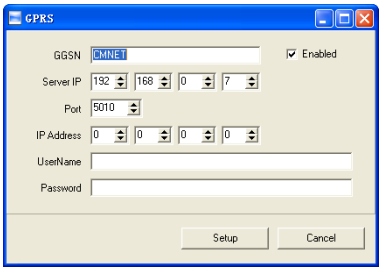
Choice [Disable the manager] menu, the system will prompt as follow:

Click the [Ok] button to delete manager, Click [Cancel] to cancel the delete operation.

[2010-11-22 14:10:00]1[Head Office] Clear the manager succeed.

5.1.4.7 GPRS

Create GPRS communication.



GGSN: Gateway GPRS Support Node

Server IP: The public IP address of the server connect with Internet

Port: software communication port.

IP address: The PC's IP address which installed the management software in the LAN.

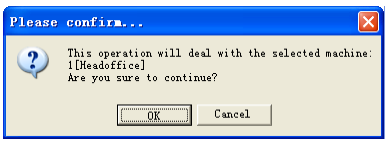
User Name: GPRS account name.

Password: GPRS account password.

Click the [Setup] to setting the GPRS in the software. Click [Cancel] to cancle.

5.1.5 Synchronize Time

Synchronize the terminal's time with the computer time. Click the button [Synchronize Time]. Following message box pops up:

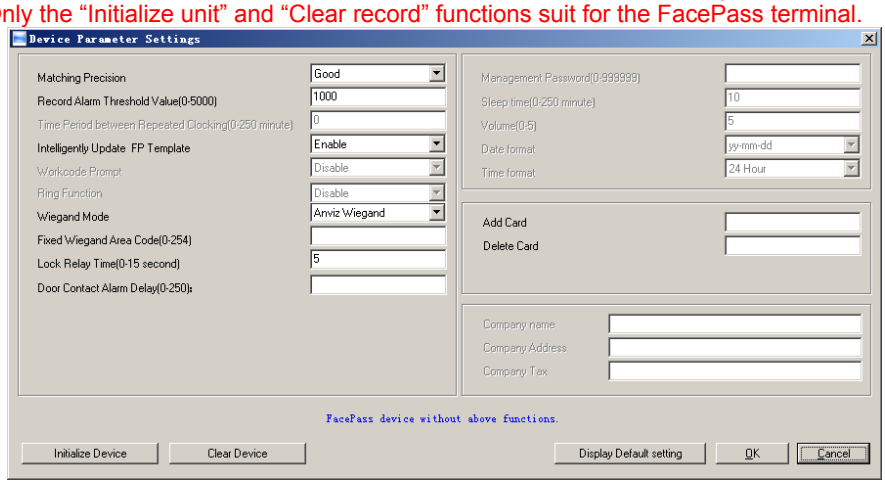


Click the button [OK] to confirm or click the button [Cancel] to cancel.
Some operation information displays in the main interface as follows:

[2009-03-18 13:49:24]Synchronizing time...
[2009-03-18 13:49:25]1[Head office] Synchronization successful!

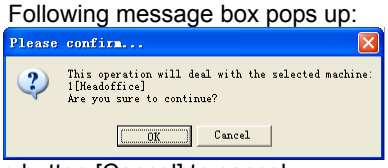
5.1.6 Terminal Parameter Settings

Click the button [Terminal Parameter]. The [Terminal parameter settings] interface pops up:
Only the "Initialize unit" and "Clear record" functions suit for the FacePass terminal.



[Matching precision]: There are three kinds: 'Normal', 'Good' and 'Exact'. The default value is 'Good'.
[Record alarm threshold value (0-5000)]: If the rest memory space for the record is less than the threshold value, the machine will alarm.
[Time period between repeated chocking (0~250 minute)]: The maximum value is 250 minutes. And the default value is 30s.
[Update the fingerprint template intelligently]: During fingerprint sensor identification process, the senor replaces the lowest-quality data with new, higher-quality data that it acquired in the matching process. This enables the sensor to maintain high quality data at all times, saving the user from repeated authentication attempts. Default status is limited.
[Ring function]: Enable is function before using the Ring time settings.
[Wiegand Mode]: Wiegand26, Anviz Wiegand (Encrypted wiegand.) and Fixed Wiegand area code.
[Fixed Wiegand area code (0~254)]: If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.
[Lock Relay time (0~15 second)]: The door open delay.
[Door sensor alarm delay(0-250)]:The Door sensor alarm delay time range setting.
[Management password(0-999999)]: Setting device management password.(Suit for: C2, C2C, C3, OA1000 and OA3000 device)
[Sleep time (0~250 minute)]: How long does the terminal turn to the sleep mode if there is no one operating the terminal.
[Volume (0~5)]: The volume of the prompt sound in the terminal. The default value is 3.
[Date format]: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.
[Time format]: There are two kinds time format: 24 hour and 12 hour.
Click the button [OK] to confirm.

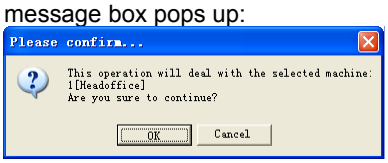
[Add Card]: Suit for T5 device to register Add Card.
[Delete Card]: Suit for T5 device to register Delete Card.
[Company name]: Uses for print to display the company name on the ticket.
[Company Address]: Uses for print to display the company Address on the ticket.
[Company Tax]: Uses for print to display the company tax number on the ticket.
Click the button [OK] to save the settings. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.
The operation information in the main interface is as follows:

[2009-03-18 15:05:08]Set Advanced Parameter...
[2009-03-18 15:05:10]1[Head office] Parameter setting successfully!

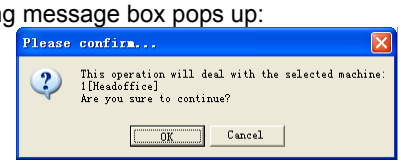
Click the button [Display Default setting] to setting the terminal as recommendation default settings.
[Initialize unit]:
The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!
Click the button [Initialize Unit]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.
Some operation information displays in the main interface as follows:

[2009-03-18 13:52:59]Initializing...
[2009-03-18 13:53:01]1[Head office] Initialization successful!

[Clear Record]
Click the button [Clear Record]. Following message box pops up:

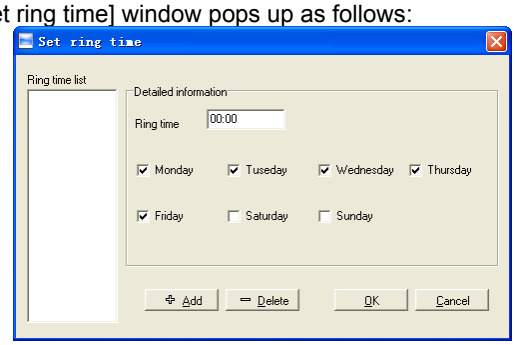


Click the button [OK] to confirm or click the button [Cancel] to cancel.
Following information shows on the main interface:

[2009-03-18 15:14:15]Clearing time attendance records...
[2009-03-18 15:14:16]1[Head office] Clear time attendance records successfully

5.1.7 Ring Settings ★

Set the ring time. Please enable the Ring function in the parameter settings first of all.
Click the button [Ring settings]. [Set ring time] window pops up as follows:

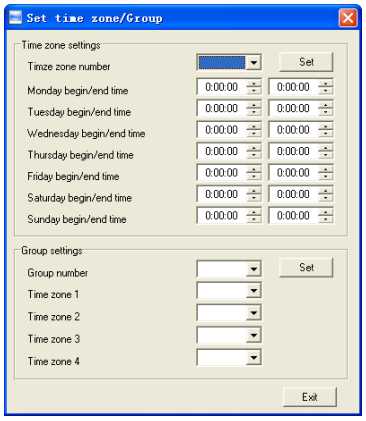


Input the ring time and then click the button [+ Add)] to add the ring time to the “Ring time list”.
You can also click the button [-Delete] to delete the ring time from the “Ring time list”.
Click the button [OK] to save the settings. Following operation information displays in the main interface:

[2009-03-18 13:57:32]Setting ring time...
[2009-03-18 13:57:33]1[Head office] Set the ring time successfully!

5.1.8 Time zone/Group settings ★

This function is only for the terminals which have the access control output.
Click the button [Time zone/Group settings]. The [Set time zone/Group] window pops up:



[Time zone settings]:
Select the time zone number. And then you will see the time zone settings.
If you want to modify the time zone, you can just set the parameters again and click the button [Set] to save.

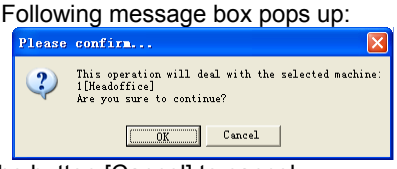
[2009-03-18 15:06:31]Setting the time zone...
[2009-03-18 15:06:32]1[Head office] Set the time zone successfully!

[Group settings]:
Select the group number and then you can see which time zones are arranged in this group.
If you want to modify the group settings, you can just change the time zone number and then click the button [Set] to save.

[2009-03-18 15:06:42]Setting the group...
[2009-03-18 15:06:43]1[Head office] Set the group successfully!

5.1.9 Download new record

Click the button [Download new record]. Following message box pops up:

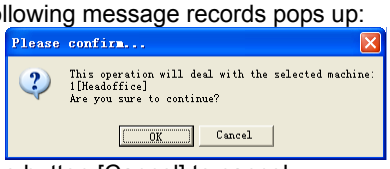


Click the button [OK] to confirm or click the button [Cancel] to cancel.
Following information shows on the main interface:

[2009-03-18 15:12:11]1[Head office] Reading attendance records...
[2009-03-18 15:12:12]1[Head office] Read the records completed, Records: 4
Read successfully: 4

5.1.10 Download all Record

Click the button [Download all record]. Following message records pops up:



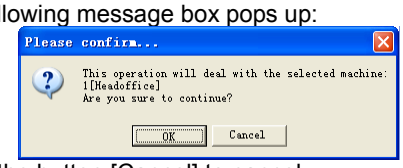
Click the button [OK] to confirm or click the button [Cancel] to cancel.
Following information shows on the main interface:

[2009-03-18 15:13:23]1[Head office] Reading attendance records...
[2009-03-18 15:13:24]1[Head office] Read the records completed, Records: 6
Read successfully: 6

5.1.11 Backup Employee

Download the employee information and employee's fingerprint templates from the machine to the computer. You can edit the employee information in the database Att2003.mdb. The user information is saved in the table "User Info" of the database. And the fingerprint templates information is saved in the folder "Template" in the installation directory.

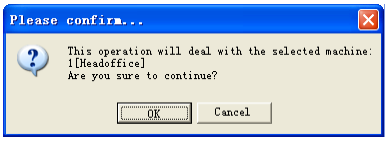
Click the button [Backup Employee]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.
The operation information displays on the main interface as follows:

[2009-03-18 15:15:07]Back upping employees...
[2009-03-18 15:15:07]Backup employee: 1[Head office]
[2009-03-18 15:15:08]1[Head office] Backup employee information completed, Records: 1, Read successfully: 1
[2009-03-18 15:15:08]1[Head office] Backup fingerprints...
[2009-03-18 15:15:08]1[Head office] Backup employees and fingerprints completed!

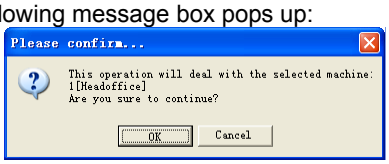
Notice: You can stop back upping the employee by click the button on the right bottom corner. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.1.12 Resume Employee

Upload the employee information and employee's templates from the computer to the terminal.
Click the button [Resume Employee]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.
Some operation information displays as follows:

[2009-03-18 15:16:37]Get back employees...
[2009-03-18 15:16:37]Get back employees: 1[Head office]
[2009-03-18 15:16:38]1[Head office] Get back employees completed

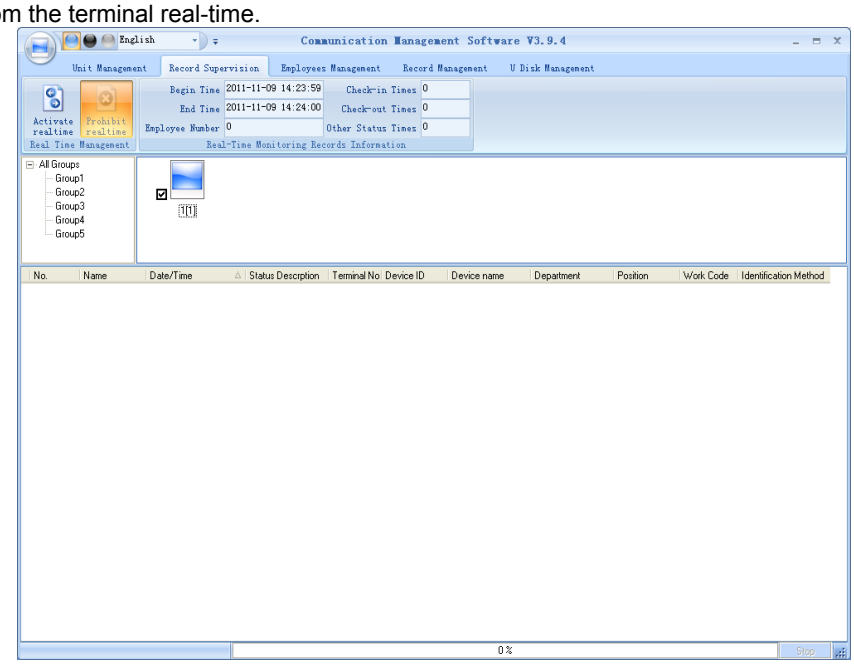
Notice: 1. please make sure that the User ID is existent in the terminal.

[2009-03-19 19 15:08:07] Get back employees...
[2009-03-19 15:08:07]Get back employees: 1[Head office]
1[Head office] No such ID existed, recovery failed!

2. You can stop recovering the employee by click the button [Stop] on the right bottom corner.

5.2 Record Supervision

Get the records from the terminal real-time.

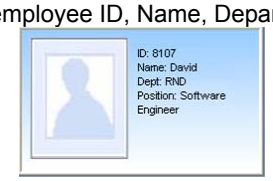


5.2.1 Activate Real-time

Click the [Activate real-time] button, the status bar shows message: Reading attendance records…
Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds. You can review the record information in the [Real-Time Monitoring Records Information] as follows:

When the employee clock in or out, the [Check-in Times] or the [Check-out times] increases one. And the real time record shows.

And the following window which includes the employee ID, Name, Department and Position pops up:

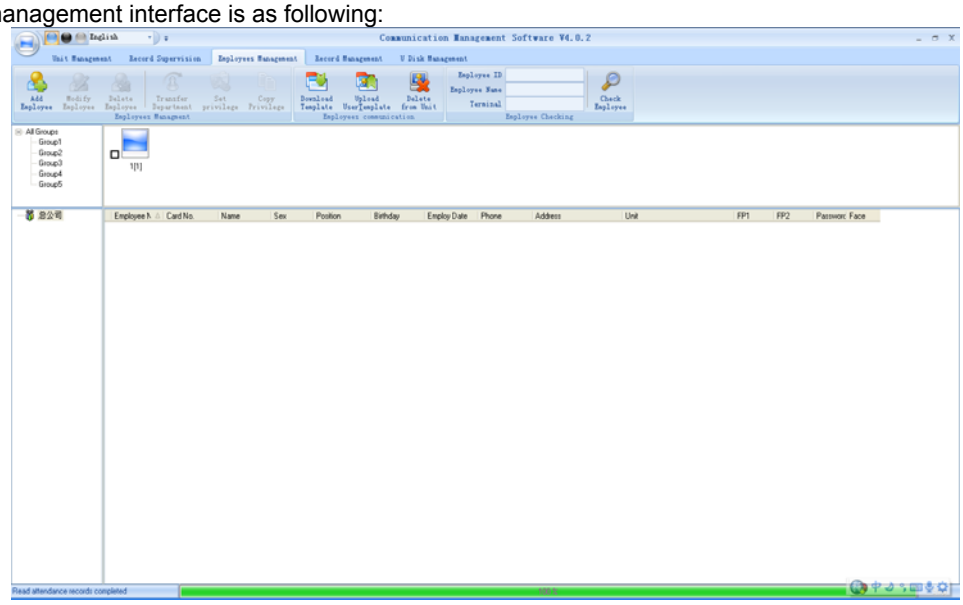


5.2.2 Prohibit real-time

Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

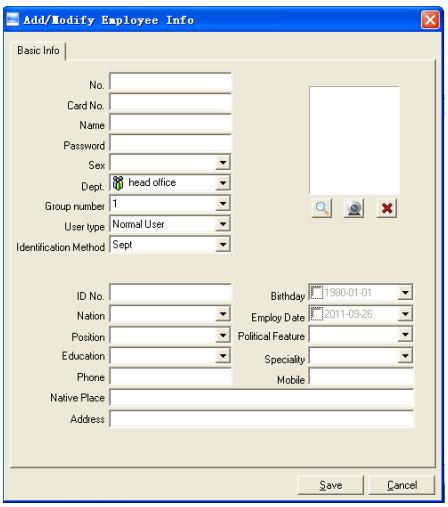
5.3 Employees Management

Employees' management interface is as following:

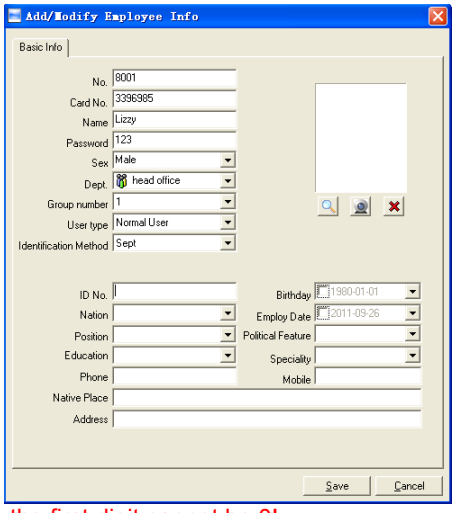


5.3.1 Add Employee

Click [Add Employee] button, open [Add/modify employee info] window which includes 2 pages: Basic info and fingerprint registration as follows:



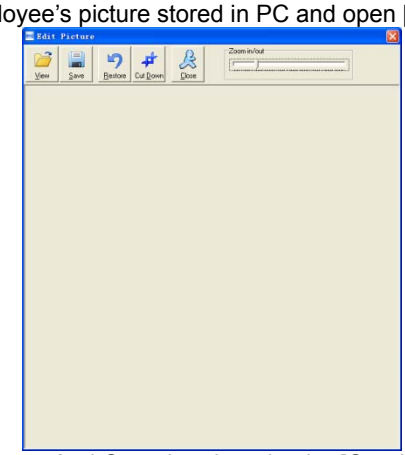
[Basic info]: Edit employee's basic information.



Notice: The No. is exclusive as well as the first digit cannot be 0!

You can also add pictures for employee. There are two ways to add pictures:

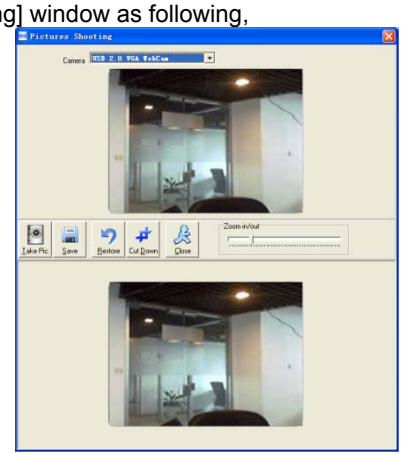
1st way: Click [ ] button, choose employee's picture stored in PC and open [Edit picture] window as following,



Click the button [View] to choose one photo. And Crop the photo by the [Cut-down] button and then click the button [Save]

2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click [ ] button, open [Pictures shooting] window as following,



Choose camera equipment, and click the button [Take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

Click the button [ ] to delete the employee photo.

5.3.2 Modify Employee

Modify employee operation is to modify the employee information in the window [Add/Modify employee Info]

5.3.3 Delete Employee

Delete the employee from the database.

Choose employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad). Click [Delete Employee] to delete the selected employee.

5.3.4 Transfer Department

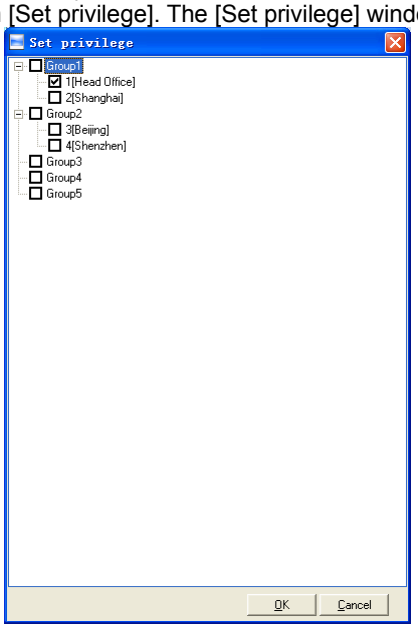
Choose the employee and then click the button [Transfer Department]. The window [Employee Transfer] pops up:

Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

5.3.5 Set Privilege

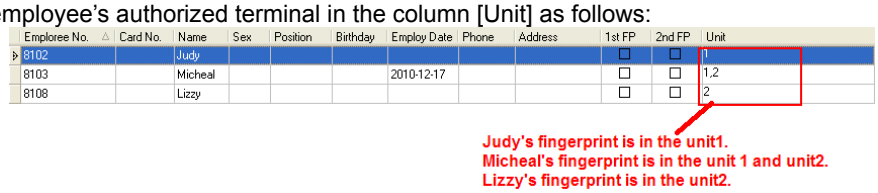
We can only upload the employee to the authorized terminal.

Choose the employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Set privilege]. The [Set privilege] window pops up:



Choose the terminal and then click the button [OK] to save.

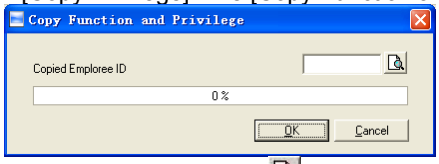
You can find the employee's authorized terminal in the column [Unit] as follows:



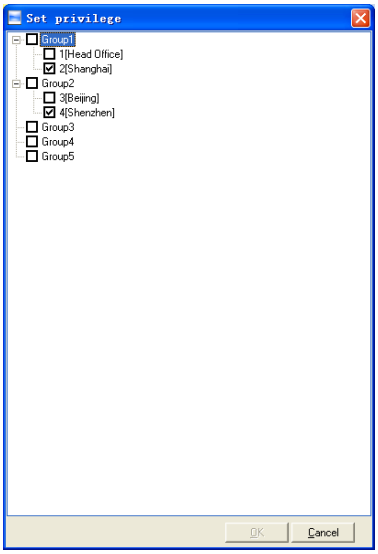
5.3.6 Copy Privilege

Copy the privilege from employee A to the employee B. And then the employee B's privilege will be as same as the employee A.

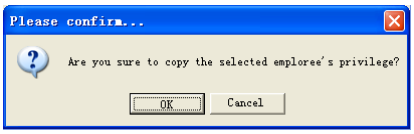
Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:



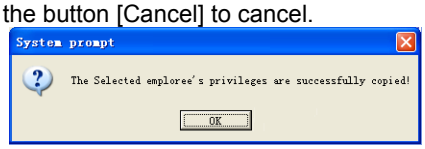
Input the one employee's ID. And then you can click the button [ ] to browse the employee's privilege in the [Set privilege] as follows:



Click the button [Cancel] to exit the [Set privilege]. And then click the button [OK] to confirm or click the button [Cancel] to cancel.



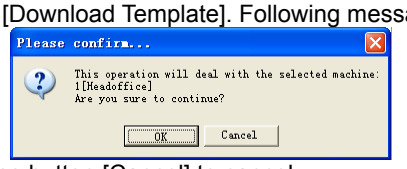
Click the button [OK] to confirm or click the button [Cancel] to cancel.



5.3.7 Download Template

Download user template (face or fingerprint) from the terminal to the software.

Choose the employees from employee info list (You can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Download Template]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

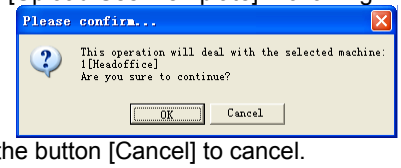
The operation nformation shows on the main interface as follows:

2009-03-18 16:18:44]Download fingerprint...
[2009-03-18 16:18:44]Download fingerprint: 1[Head office]
[2009-03-18 16:18:44]1[Head office] Can not connect to the T&A machine

5.3.8 Upload User Template

Upload the employee information and face or fingerprint template to the terminal.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Upload User Template]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

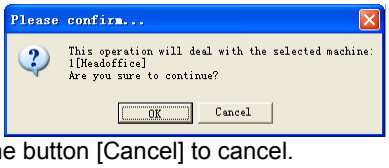
The operation information shows on the main interface as follows:

[2009-03-19 15:10:18]Upload employees and fingerprints...
[2009-03-19 15:10:18]Upload employees and fingerprints: 1[Head office]
[2009-03-19 15:10:19]1[Head office] Upload employee and fingerprint completed

5.3.9 Delete from Unit

Delete the employees from the terminal via the software.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:

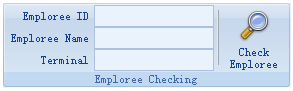


Click the button [OK] to confirm or click the button [Cancel] to cancel.
The operation information shows on the main interface as follows:

[2009-03-19 15:11:21]Delete the employee from the device...
[2009-03-19 15:11:21]Delete the employee from the deviece: 1[Head office]
[2009-03-19 15:11:22]1[Head office] Delete the employee from the device

5.3.10 Checking Employee

Search the employee information.

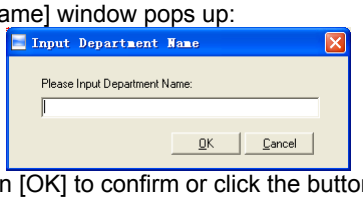


Search the employee information by the employee ID, Employee Name and Terminal. Click [Check Employee] button to check the employee's information.

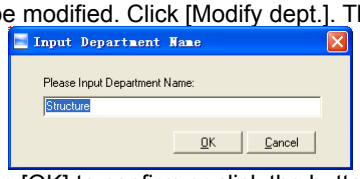
5.3.11 Department Management

Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:

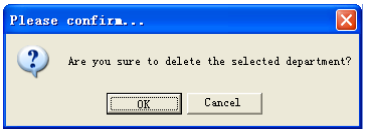
[Add dept.]
Click [Add dept.]. The [Input Department Name] window pops up:



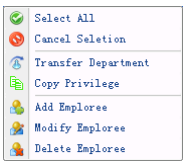
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.
[Modify dept.]
Choose the department which is going to be modified. Click [Modify dept.]. The [Input Department Name] window pops up:



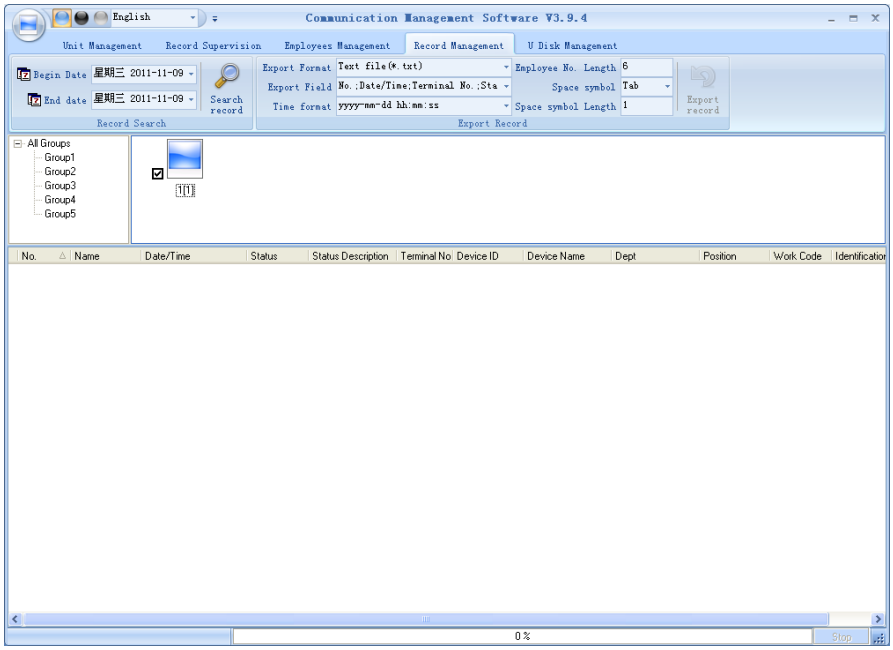
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.
[Delete dept.]
Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept.]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.
Remark: Right button menu:



5.4 Record Management



5.4.1 Record Search

Set the Begin Date and End Date as follows:

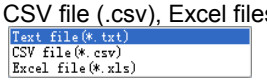
Click the button [Search record] to search the record.

No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N
379	Peter	3/20/2009 10:28:10 AM	I	In	1	300
386	Jack	3/20/2009 10:28:31 AM	I	In	1	300
387	May	3/20/2009 10:28:34 AM	I	In	1	300

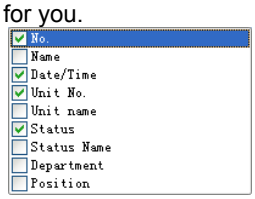
5.4.2 Export Record

Set the export format, export file and time format.

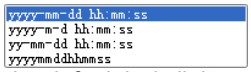
Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).



Export field: Choose the fields which are useful for you.



Time format: 4 optional formats



Employee No. length: Set employee No. length, the default is 6 digits.
Space symbol: Space symbol to separate fields
Space symbol length: Space symbol bit
After setting completed, click [Export record] button, open [Save as] window, choose save file directory, input file name, click [Save] button. The system prompts as follow:

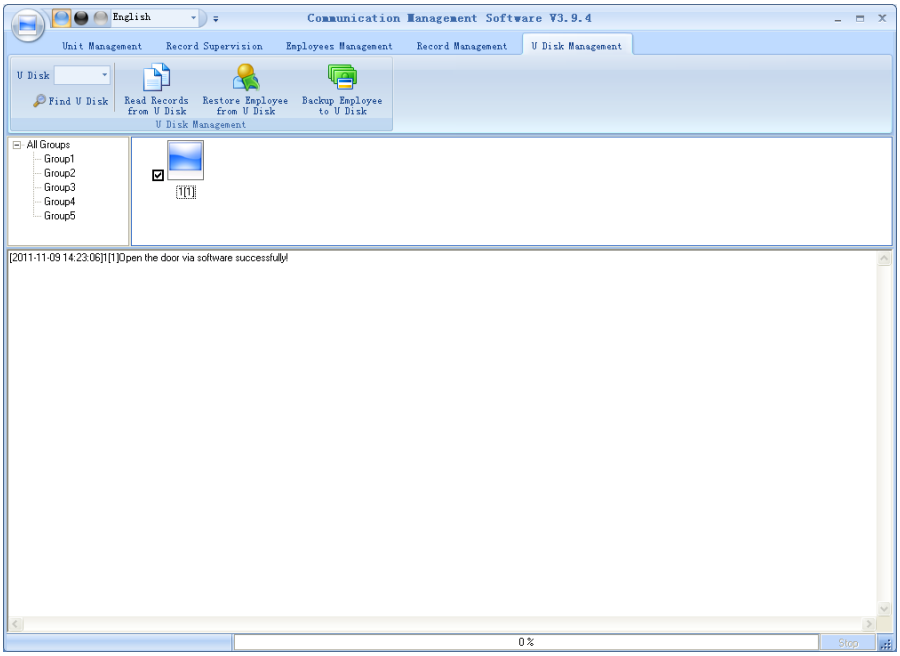
Click the button [OK] to confirm.

5.5 U disk management program ★

U disk management program use for load the data from USB flash disk to database.

Read the attendance record from USB flash driver, must make sure all data store under G:\00000001 folder in the USB flash driver first. [G]: The driver letter of the USB flash driver; [00000001]: is the terminal device ID.

The shows as following:



Read Records from the U flash disk: First click [Find U Disk] to fine the path of the USB flash disk, click [Read Records from the U disk] the system will auto read the data from U disk and export to local database.

The FacePass terminal only with “Read Records from the U flash disk” function.

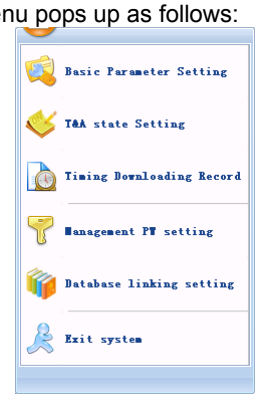
Restore Employee from U Disk: click [Restore Employee from U Disk] button, the system will export the employee information data to local database and fingerprint template to root index “Template” folder.

Prompt: If the local database has had this record aleady, the system will prompt “record repeated”.

Backup Employee to U Disk: The database of the existing employee information and fingerprint template, backup to U plate

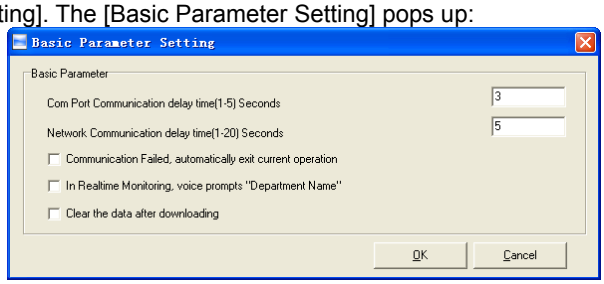
5.6 System settings

Click the icon [ ] on the top left corner, the menu pops up as follows:



5.6.1 Basic parameter settings

Click the [Basic Parameter Setting]. The [Basic Parameter Setting] pops up:



Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

□ Communication failed, automatically exit current operation: If timeout is larger than ‘Communication delay time’, software will automatically exit.

□ In Real-time Monitoring, voice prompts “Department name”: During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

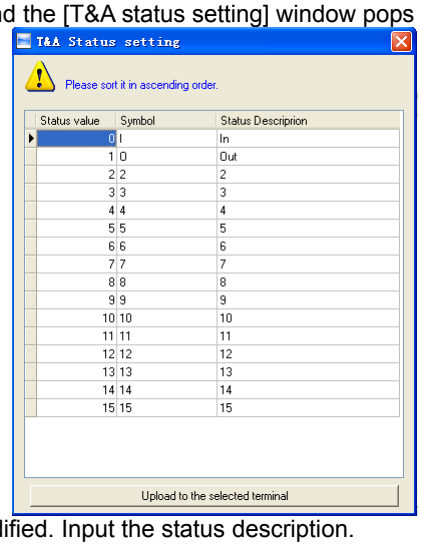
□ Clear the data after downloading: After downloading records completed, delete the record downloaded from machine

automatically.

Click the button [OK] to save the setting.

5.6.2 T&A Status setting

Click the [T&A Status setting] option, and the [T&A status setting] window pops up:

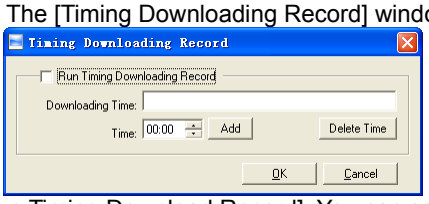


Click the state which is going to be modified. Input the status description.

[Upload to the selected terminal]: Upload the T&A status from the selected terminal.

5.6.3 Timing Downloading Record

Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:



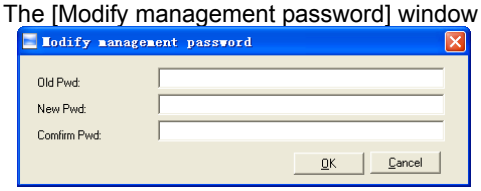
Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

Please use the button [ ] to set a time. And then click the button [Add] to add the time to the [Downloading Time].

Click the button [OK] to save the setting.

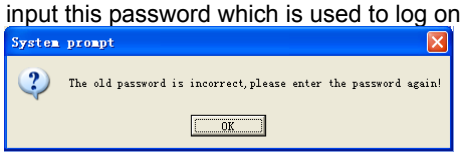
5.6.4 Management PWD Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:



[Old password]: Default password is empty.

If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,



Click [OK] and input old password again.

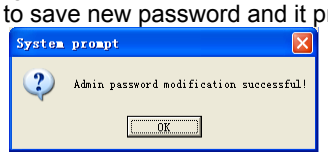
[New Pwd]: the password user wants to set.

[Confirm Pwd]: Input new password again to confirm.

If confirm Pwd is different from new one, system will prompt:

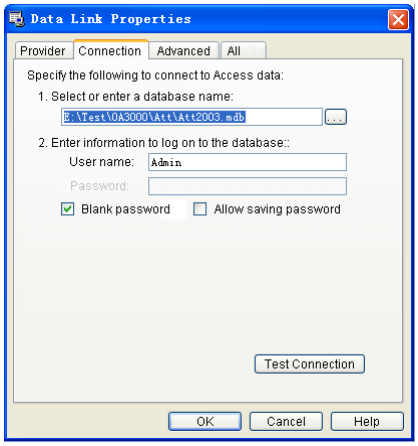
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:

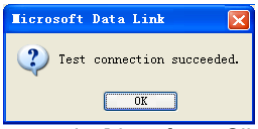


5.6.5 Database linking setting

Click the [Database linking setting]. The [Data Link Properties] window pops up:



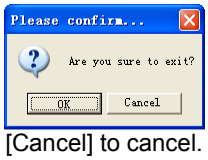
Click [...] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If the database has set [User name] and [password] already, we must input [User name] and [password] in [2. Enter information to log on to the database]. After completed, click [Test connection] to test the connection correctness of the database and system prompts:



Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,

5.6.6 Exit system

Click [Exit system]. It prompts:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.7 User interface configuration

5.7.1 Interface skin color

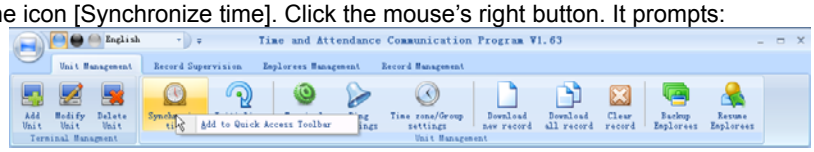
Shift the skin color by press the button [ ].The style is Windows XP system style.

5.7.2 Change the software language

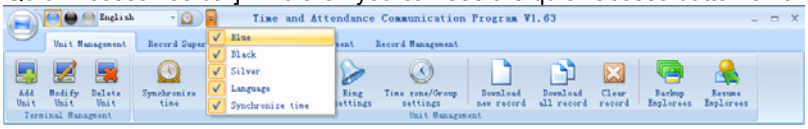
Choose the language in the option [Chinese].

5.7.3 Set quick access button

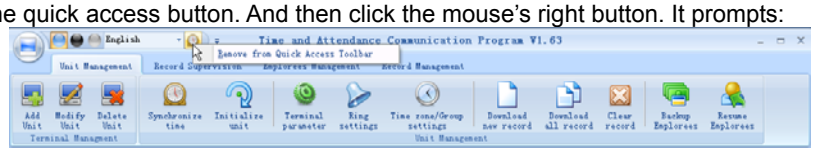
Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompts:



Click the item [Add to Quick Access Toolbar]. And then you can see the quick access button on the toolbar as follows:



Move the cursor to the quick access button. And then click the mouse's right button. It prompts:



Click the item "Remove from the Quick Access Toolbar".

Chapter6 FAQ

Frequently asked questions and answers

6 FQA ★

6.1 Fingerprint has enrolled but often gets failure in identification.

Reason	Solution
1. The fingerprint was not captured properly	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light	Avoid direct sun light or other bright light
3. Too dry finger	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics	Clean fingers with towel
5. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
6. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor	Clean sensor surface (Adhesive tapes recommended)
8. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
9. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet	Place enrolled finger.

6.2 The machine cannot connect with PC.

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong COM No.)	Please enter the right COM No.
4. Not able to connect TCP/IP (wrong setting)	Refer to the manual for connecting Time Attendance terminal

6.3 No records found though employee have clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time
2. Minority employee fingerprint false accepted	1. Add records manually 2. Adjust fingerprint matching precision 3. Change another finger and enroll again.

6.4 Clock's time works fine, but FP scanner is off, employee cannot attendance

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. Fingerprint scanner abnormal	Restart the machine or change the fingerprint module

6.5 We do not use the ID + fingerprint mode to verify.

Reason	Solution
1. Wrong ID entered	Enter the right ID
2. This user has no right to use 1:1 identification method	Set 1:1 identification method for this user.

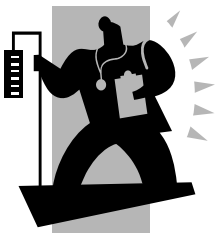
6.6 The unit beeps automatically when no one punches in/out.

Reason	Solution
1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface (Adhesive tapes recommended)

Please note: Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!

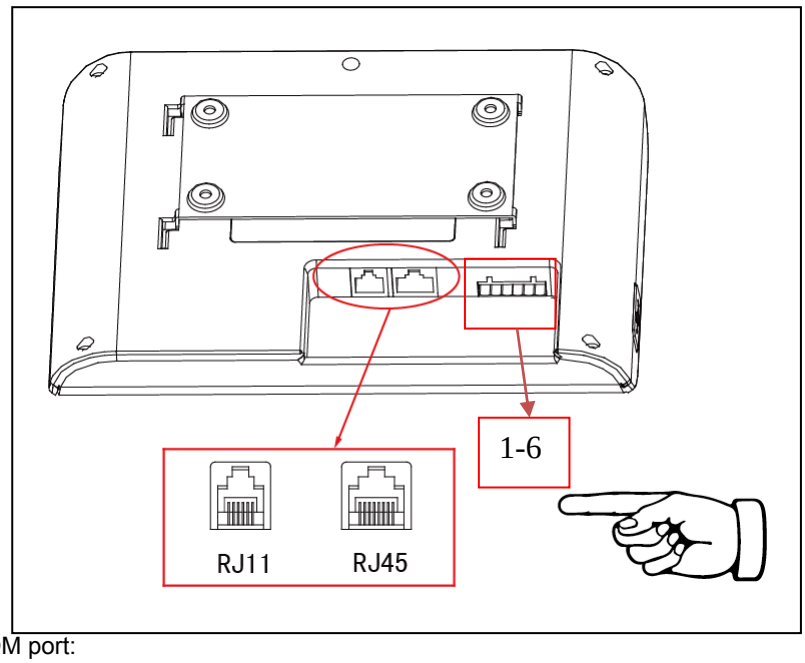
Chapter7 Appendix

The main theme of this chapter is the additional information of this T&A including access control cable connection and way of pressing finger.



7 Appendix

7.1 C3 Interface Illustration



COM port:

1、TXD

2、RXD

3、GND

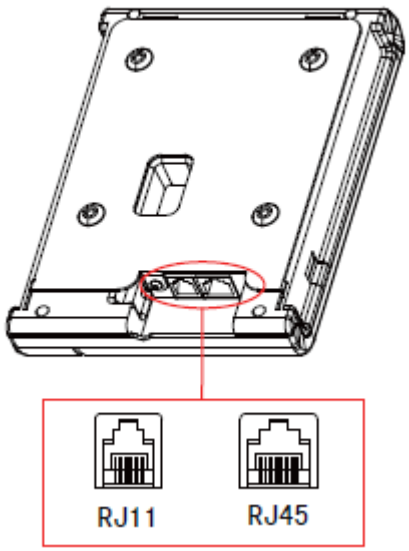
Relay：

4、NC

5、NO

6、COM

7.2 C2 /C2C Interface Illustration



7.3 Finger Placement Illustration

Correct way to place finger：

Incorrect way to place finger：

Too small valid area left-of-center right-of center Defluxion Too down

1. It is better for each user to register more than two fingerprints.

2. Place finger flatly and cover the sensor surface as bigger as possible in order to scan more fingerprint features.

3. Try to keep the same direction and angle each time when placing fingers.

4. If your finger has sweat or water, please dry it and then register again. (The wet finger can cause the finger image not clear)

5. If your finger is too dry, make it a little wet or touch the fore head to increase oily of the finger; press with a little strength on sensor. (The dry finger can cause the finger image not clear)

6. Avoiding the fingers with callus, peeling or injury to ensure the register and identification successful.

7. For improving the precision of the fingerprint identification, it is better to use the thumb, then forefinger and middle finger.